

# YOUTH IN NEED

## JOB DESCRIPTION

**Job Title:** Family Educator  
**Reports To:** Manager, Home Visitation  
**FLSA Status:** Non-Exempt

**PURPOSE OF JOB:** A Family Educator will demonstrate knowledge of the theories of child growth and development, early childhood education and family support, understand the underlying philosophy of ~~Head Start~~ Early Learning Program (ELP). In partnership with the parent/guardian, formulate individualized child development goals and engage families in identifying their strengths/needs/interests to lay a foundation for lifelong family success. The Family Educator will model professionalism and teamwork with families by developing and maintaining supportive, professional relationships with children and their families to enhance parent education, communication, involvement, and advocacy.

### **Program Foundations**

- Contribute to Youth In Need's Mission: *To build on the strengths of children, youth and families so they find safety, hope and success in life.*
- Share Youth In Need's Vision: *Youth In Need will be the leader and driving force for future generations in helping children, youth and families to realize their potential and positively impact their communities.*
- Embrace the Strengths Based Philosophy: *Youth In Need recognizes and emphasizes the strengths of all staff, children, youth and families.*
- Value Youth In Need's Culture of Inclusion and Diversity. *Youth In Need's Diversity Definition: Believing in the power of potential, Diversity is intentionally embracing and valuing the differences and similarities, both visible and invisible, that make us who we are—one community. Together our attitudes, actions, policies and physical environment are vital to ensure that all feel comfortable, respected and included regardless of race, sex, gender identity or expression, age, income, faith, ability, political affiliation, sexual orientation or cultural background.*
- See, Say, Do! Stay alert and engaged at all times. If a concern arises regarding safety or quality, communicate the concern and take action to improve the situation.
- Uphold ethical practice, transparency, professionalism, confidentiality and personal accountability in all work.
- Collaborate with and mentor others.

### **ESSENTIAL RESPONSIBILITY :**

#### **I. Teaching & Learning (35-40%)**

- Assist parents with planning weekly home visit activities. Develop, prepare for, and implement learning experiences based on current Curriculum, Head Start Program Performance Standards (HSPPS) that follow children's ideas and interests, support individual children's learning goals, and advance children's progress towards school readiness
- Plan and conduct, at least two, age appropriate, small/large group socializations monthly.
- Maintain appropriate records and requirements i.e. documentation in current program data base, home visits plans, attendance, child outcomes, required health events as outlined by HSPPS and program timelines.
- Support parent/guardian in developing skills in observing their child and planning developmentally appropriate activities to foster positive child/parent interactions.

- Provide families with information, education and connections to advocate for their children and family.
- Monitor and ensure that families are maintaining program enrollment requirements.
- Partner and support families throughout the IEP/IFSP process and attend meetings as needed.

## **II. Assessment (15%)**

- Observe and document children's learning and development on an ongoing basis consistent with current curriculum and program guidance while including the parent/guardian in the process.
- Partner with the family for developmental & health screenings, child observations, outcomes and Individualized Family Service Plan/Individual Education Plan's (IFSP/IEP's) to individualize child and family-routines, schedules, and school readiness goals.

## **III. Parent Family Community Engagement (20%)**

- Offer families life skills & education including safety, child & family health, financial wellness, child abuse & neglect prevention, parenting, mental wellness and other family related topics that promote family well-being.
- Support families with identifying goals and accessing resources in the community as needs arise.
- Incorporate goals related to family connections to peers and community through planning, implementation, and promotion of family engagement opportunities.
- Provide opportunities for families to further their development within the Family Engagement Outcomes, which may include participating in engagement activities at night or on the weekend.
- Communicate with families in a supportive manner regarding program participation and progress.
- Strategize with families to overcome barriers to engaging in Early Learning Program and community engagement opportunities.
- Advocate for families and support families in further engaging as advocates and leaders within Early Learning Program and the community through supporting effective transitions, care team meetings, and IEP/IFSP meetings.
- Initiate and maintain activities that will involve parents within program as policy makers, employees, volunteers and educators of their children.
- Interview families regarding the program's efforts to increase the Family Engagement Outcomes and respond to their feedback through continuous quality improvement.
- When necessary, transport families to program events and/or child health care appointments that are required by program mandates.

## **IV. Recruitment & Enrollment (10%)**

- Actively recruit children and families for the Early Learning Program to develop and maintain full enrollment and waitlist.
- Complete new client applications as well as current client transition applications inclusive of Early Head Start to Head Start, 3rd year participation, over-income participants, prenatal mothers, and siblings.

## **V. Professional Development (5%)**

- Actively participate in Professional Development opportunities and incorporate information from training and guidance into practice to improve quality.
- Attend all required trainings, meetings and complete necessary certifications as required.
- Develop and work towards professional development goals in collaboration with your supervisor.
- Facilitate portions of the on-the-job training (OJT) in conjunction with the Home Visitation Manager for onboarding ELP staff.

## **VI. Additional Responsibilities (10%)**

- Schedule is flexible to support scheduling home visits.
- May be requested to fill in at other sites or travel to other locations for training.
- Performs other duties as assigned.

## **Required Education and Credentials**

High School diploma or equivalent, more than one year experience in social services or early childhood education and required to obtain Home Visitor CDA within one year of employment.

## **Environment**

- In client home, community locations, shared office space and or landing spots.
- Work remotely from your own home or other spaces.
- Travel between client homes and community locations daily.

## **KNOWLEDGE**

- Child Development
- Cultural Diversity
- Individual must be sensitive to the socioeconomic and cultural characteristics of the service population.
- Knowledge of Microsoft office products and ability to navigate program specific software and technology.
- Ability to be CPR and First Aid certified required.

## **EXPERIENCE**

- Experience in working with low income children and families preferred.
- Experience in a social service or educational setting preferred.

## **SKILLS**

- Organizational and time management skills
- Ability to work independently
- Excellent oral and written communication skills
- Ability to establishing relationships with individuals and families that maintain and promote their self-respect and encourage their independence

## **PHYSICAL REQUIREMENTS**

- When performing the duties of the job, the employee is regularly required to talk, hear and write.
- Must be able to lift and carry at least 50 pounds.
- Must be able to crouch and sit on floor
- Must be able to climb stairs in order to obtain entrance into a client's home as needed.

## **DRIVING REQUIREMENTS**

- Class E Driver's License – Required
- Local travel required.
- Must be insurable under Youth In Need auto liability coverage (see Employment Screening Policy).

## **OTHER REQUIREMENTS**

**Written By:** Meghan Whitworth

**Approved By:** April Gabel

**Approval Date:** 9/13; 12/21

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed or Typed Name** \_\_\_\_\_

Note: This job description in no way states or implies that these are the only duties to be performed by the incumbent in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities expected to meet job standards.

YIN is committed to equal opportunities for all applicants and employees without regard to ability/disability, age, ancestry, color, cultural background, faith/religion, gender, gender identity, gender expression, genetics, income, marital status, national origin, political belief/affiliation, pregnancy, race, sex, sexual orientation, veteran status, or any other characteristic protected by applicable law.