



**Children's  
Service Society**

Safe Children, Caring Families,  
Strong Communities

**Job Description**

**Position Title: Parent Educator**

**Department: Home Visitation**

**Reports to: Home Visitation Coordinator/  
Executive Director**

**General Summary: Provide in-home visits to families with children ages 0-5 to increase parental engagement with their children and link families with identified needs.**

**General Duties:**

- Attend Children's Service Society and Home Visitation staff meetings as scheduled
- Communicate with co-workers and team members in a positive, respectful and professional manner, using effective team building and communication techniques
- Represent the agency in a positive and professional manner at all times, including appropriate dress
- Maintain updated calendar and Inform supervisor of schedule changes at least 2 weeks in advance
- Keep personal use of time to a minimum, including personal conversations with co-workers as well as computer and cell phone use
- Coordinate with your supervisor to maintain phone coverage for the department
- Enter Information into the data base for statistical and reporting purposes
- Under the direction of your supervisor, maintain a filing system for recordkeeping
- Submit agency paperwork to appropriate supervisor in a timely manner
- Assist the department with any copying, mailing, printing and other duties as assigned
- Follow policies and procedures

**Specific Job Duties:**

- Prepares for visit and writes summary after each visit (1 hour per family)
- Assures compliance with PAT visiting and reporting standards
- Turns in accurate client reports and demographics to Children's Service Society, PAT National when appropriate
- Represents the agency as an effective ambassador at all times
- Provides creative outreach to engage hard to reach families when assigned.
- Attends partners meeting as assigned
- Communicates with co-workers in an effective manner
- Ensures that all client information is kept confidential and paperwork is kept in locked filing

cabinets				
<b>Education and Experience: Bachelors degree is a minimum educational requirement. Preference given to culturally diverse applicants and bilingual language fluency.</b>				
Physical Requirements:	Percentage of Work Time Spent on Activity			
	0%-24%	25%-49%	50%-74%	75%-100%
Seeing: Must be able to read computer screen and various reports				x
Hearing: Must be able to hear well enough to communicate with employees and others				x
Standing/Walking			x	
Climbing/stooping/kneeling			x	
Lifting/pulling/pushing		x		
Fingering/grasping/feeling: Must be able to write, type, and use phone system				x
Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.				