

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : PARENT EDUCATOR
PROGRAM : Head Start
GRADE : 9
FLSA STATUS : Exempt
REPORT TO : Education Program Manager
SUPERVISES : None

INTRODUCTION

The Head Start Parent Educator plans, organizes and implements activities for pregnant women, families of infants and toddlers; plans, organizes and implements activities for enrolled families in early childhood program; makes referrals to other agencies for benefit of enrolled families; provides parent education and counseling in the areas of health, safety and growth; serves as resource person to staff and families.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decisions in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES

- Plans, organizes and implements activities for enrolled pregnant women, families of infants and toddlers
- Set individual goals and objectives for each enrolled family; conducts home visits on a monthly basis
- Follow up on families' achievement of goals and objectives
- Plans, implements and assesses developmentally appropriate curriculum for enrolled family member.
- Assists with recruitment and selection of eligible Head Start families;
- coordinates with community agencies and schools to promote recruiting of eligible families
- Refers enrolled persons, as needed to meet their needs and acts as liaison between Head Start and governmental/private organizations regarding health and welfare of such families
- Coordinates and provides training and workshop opportunities for enrolled families;
- follows up with such families to assure appropriateness of parent and program training and to provide counseling in areas of prenatal, infant, and toddler practices
- Provides training in the areas of preventive health practices, personal safety, human growth and development.
- Collaborates and coordinates with early education staff to develop and implement appropriate programs and activities.
- Serves as resource person in and for the Early Head Start program
- Serves as intermediary, as may be needed during crisis situations with enrolled families. Conducts survey, prepares reports as required.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

Home Visitor Child Development Association (HVCDCA) credential, Associates in Early Childhood or equivalent coursework in Early Childhood Development.

EXPERIENCE

Two (2) years of experience in providing outreach, early childhood education and care, information and referral service, and curriculum development.

SUBSTITUTION

Bachelor or Master's degree in Early Childhood Education or a closely related field may be substituted for one (1) year of experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, government agencies, and the general public.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license and daily access to an automobile that is properly licensed and insured

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- A mature-minded person interested in working with people.
- Knowledge of the multi-ethnic cultures common on Oahu.
- Be able to communicate and work effectively with people of diverse social, economic and racial backgrounds.
- Must show evidence of current physical examination and TB test at time of employment.
- Must provide proof of recent State of Hawaii "Criminal History Record Clearance" and FBI fingerprint check clearance.

PHYSICAL DEMANDS/WORKING CONDITIONS

	Never/ Rarely	At Times	Often/ Constant
Work Locations: in doors			X
Work Locations: outdoors			X
Work Locations: sitting		X	
Walking/standing			X
Bending/crouching/reaching, etc.		X	
Lifting/carrying - light (up to 10 lbs.)		X	
- medium (11 to 20 lbs.)		X	
- heavy (over 20 lbs.)		X	
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc.		X	
Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)			X