

Keweenaw Family Resource Center Position Description

Title: Parent as Teacher Coach (Home-Based Educator) & Family Support Specialist

Employment Status: 0.5 to 0.625 (20-25 hours per week)

Reports to: Keweenaw Family Resource Center Program Manager

Effective Date: September 1, 2024

Summary Description: Parent as Teacher Coach (Home-Based Educator) & Family Support Specialist will provide families with support and education that helps strengthen their families and promotes healthy child development through one on one support, referrals to resources, group activities and personal visits. During the home visits the Family Support Specialist must follow the prescribed child development curriculum, Parents as Teachers.

The Family Support Specialist will:

- Provide child development, parent education and family support to families through one-on-one home visits and group activities.
- Plan and facilitate parent-child socializations and group activities with other staff.
- Interact with families in individual, group and special event settings.
- Assist families with connecting to the appropriate services for their individualized needs.
- Coordinate with KFRC staff and collaborative partners to support service coordination.
- Meet with and provide regular updates to program manager / PAT supervisor.
- Maintain accurate documentation of referral process and project progress.
- Complete all paperwork, assessments and data reports as required or recommended.
- Complete required trainings including the Parents as Teacher Model (training provided).
- Maintain and track necessary certifications and professional development.
- Participate reflective supervision meetings, training and staff meetings.
- Be assigned responsibilities related to general KFRC operations including open hours at the Tree House Indoor Playground and Baby Closet.
- Obtain and keep First Aid and CPR certificate up to date.
- Obtain and keep CDA (or equivalent) up to date.
- Abide by KFRC policies and procedures.

Skills needed:

- Good communication, organization and time management skills.
- Knowledge and understanding of child development and early childhood education.
- Knowledge and ability to utilize computers and related technology efficiently.
- An understanding of ethics and boundary issues and how they pertain to home visits.
- Knowledge of community resources, such as infant mental services, special education resources, or other programs that support families.
- Ability to work collaboratively and independently.
- Ability to communicate in both written and verbal forms.
- Ability to maintain accurate records and reports.
- Ability to plan and meet deadlines.
- A clear understanding of the mission, policies and procedures of KFRC.

Qualifications:

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- A minimum of 2 years of post-secondary education with course work in early childhood, social work, nursing, education or related field and/or a CDA completed (or in progress)
- A minimum of two years of experience working with children and families.
- Must have a valid Michigan driver's license without restrictions and without a conviction related to drinking and driving within the last 5 years.
- Have reliable transportation
- Must pass a criminal background check.
- Must have a negative TB test