**SUMTER COUNTY FIRST STEPS (SCFS) PARTNERSHIP**

**JOB DESCRIPTION**

**Position Title: Parent Educator**

This position is reports directly to the Program Coordinator/Supervisor PAT, which is under the directives of the Executive Director of Sumter County First Steps Partnership.

**SCHEDULE**

* Maximum of 20 to 25 hours per week (Part-time w/o benefits)
* Serving Twelve (12 to 13) Families
* Full-time Parent Educator (up to 18 families)
* Must attend monthly staff meeting each month
* Two or more personal home visit per month lasting 60 to 90 minutes

**QUALIFICATIONS**

* Minimum of associate’s degree, high school diploma or its equivalent and 5 years related experience
* No Criminal Record with SLED (Misdemeanors will be considered on a case by case basis)
* Ability to work with individual families or small groups
* Interpersonal skills to work effectively with others
* Certified in Nationally Accredited Parenting program and other required assessment certifications (Training provided by SCFS)
* Effective written and oral communication skills
* Knowledgeable of general computer operations and electronic communication

Applicants may submit a resume to Sumter County First Steps, attn: Julia A. Nelson, Executive Director, via email sumterfirststeps@gmail.com or mail: 220 Hasel Street, Sumter, SC 29150.

Sumter County First Steps is an Equal Opportunity Employer. SCFS does not discriminate based on race, religion, color, sex, age, national origin, or disability.