



## Job Description

### Fulltime Parent Educator (Parents As Teachers)

Parents As Teachers is an evidence based, intensive parenting program, that developmental information and family support to parents through personal home visits and group meetings to promote the healthy development of children from pregnancy to kindergarten.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attain Parent Educator certification through Parents As Teachers National
- Recruit families (prenatal mothers and/or children up to 4 years old) to participate in the program.
- Plan and conduct home visits using the Parents As Teachers (PAT) instructional curriculum based activities, methods and materials.
- Provide early detection and developmental screening services to children zero to five years of age.
- Monitor client caseload and record child's developmental progress.
- Maintain accurate records of all personal home visits, screenings, resource connections, and data input of progress and required reports.
- Maintain client confidentiality and integrity in keeping with agency policies, practices, professional standards, and program requirements.
- Acquire knowledge and expertise of the agency's client management system software and other database systems.
- Participate in community outreach events.
- Perform all other duties as assigned and adhere to ongoing policies, program standards and supervisory directives.
- Position requires travel within Orangeburg County service area.

#### QUALIFICATIONS

- Minimum Associate's Degree in Early Childhood Education, social work, or family counseling and 2 years' experience.
- Effective written and oral communication skills.
- Computer literacy and competency beyond the foundational level.
- Must have valid driver's license and reliable transportation.

#### BENEFITS

- Health, dental, and vision plan
- Simple IRA tax-advantaged retirement savings plan
- Accrued Vacation and Sick leave
- 37.5 hour work week

Applicants may submit a resume and cover letter to: [krjenkins@orangeburgfirststeps.org](mailto:krjenkins@orangeburgfirststeps.org) by August 30, 2024. No phone calls. Qualified applicants will be contacted for an interview.

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