



Job Title:	EHS Family Educator	Position Type:	Full Time Exempt
Post Date:		External Posting URL:	
Applications Accepted By:			
E-mail: careers@gracehillsettlement.org			
Job Description			
<p>Purpose of Position:</p> <p>To perform the duties required to provide home-based services to Early Head Start children and families. This comprehensive program provides services to families to help the social, intellectual, emotional, and physical development of children; to insure children receive proper nutrition and medical care; and that the children are ready to receive the full benefit of preschool when enrolled. Family educators ensure that parents are educated on developmental, nutrition, and medical needs, and are connected to needed community resources, as well as job and other life- skill resources. Family educators encourage and support self-advocacy and self-sufficiency in the families they serve.</p> <p>Roles and Responsibilities:</p> <ol style="list-style-type: none"> 1. Recruits and works alongside families with children from 0-3, including expectant families as early as possible during pregnancy, providing them with health information and educational experiences. 2. Develops a partnership with parents through encouragement and support, while acting as a role model. 3. Visits each family weekly and assists parents in developing individualized goals and objectives for their child and themselves, by using assessments and identified family needs. Supports family towards reaching identified goals. 4. Plans and conducts at least two (2) small/large group socialization activities for children and families monthly. 5. Assist families in connecting to resources/support identified by the family and listed as a priority on the Family Action Plan, including all available community, social, educational, and health resources. 6. Develops/maintains working relationships with health care providers and other community partners that serve families in the designated service area, including other home visitation programs. 7. Supports expectant mothers in following pre-natal advice including but not limited to nutrition and exercise. 			



8. Teaches parents to plan activities geared towards the development of positive child/parent interactions, utilizing household and program-provided resources. Consistently monitors outcomes of activities.
9. Conducts ongoing assessments of child development, family needs, and community resource utilization.
10. Creates lesson plans in accordance with Head Start Early Learning Framework domains and objectives.
11. Maintains all records of children and database requirements in Child Plus.
12. Supports families in completing home activity sheets and the collection of in-kind.
13. Completes a developmental screening on each child within 45-day mandate, and completes subsequent screenings at periodic intervals.
14. Performs hearing and vision screenings.
15. Makes referrals to appropriate components and outside agencies.
16. Monitors Child-Plus reports to ensure compliance with all health mandates.
17. Conducts Safe Home Risk Assessment and develops and supports the implementation of a plan with the family to correct all unsafe conditions.
18. Evaluates children and families' growth and progress. Completes all documentation and record keeping as required by the Head Start and Early Head Start Performance Standards and requirements of Grace Hill Settlement House managers and directors.
19. Participates in IFSP staffing, staffing with PS Kids, Haven of Grace, First Steps, and any other organization with whom we share families, as needed, for children in caseload.
20. Provides crisis intervention on a 24-hour, 7 days a week basis.
21. Maintains necessary records required by the program to include but not limited to health information annually (physicals, immunizations, appropriate blood screening, and dental care) for each child as well as any other family medical needs.
22. Initiates and maintains activities that will involve parents within the program as policy makers, volunteers, and educators of their children.
23. Recruits families for Head Start and Early Head Start, assuring all families enrolled in Early Head Start Expectant Family services are receiving prenatal care.
24. Identifies, secures, and ensures documentation of allowable non-federal resources, directly related to overall job responsibilities.
25. Attends and participates in staff meetings, team meetings as requested.
26. Continues professional growth by participating in pre-service and in-service training programs, workshops, and conferences.
27. Performs other duties as assigned and all duties in accordance with the Head Start and Early Head Start Performance Standards.

Education Requirements:

Required: Associate Degree in Education, Social Work, or concentration in Early Childhood Education, Child/Family Development, Adult Education, or Family and Child Services.



Preferred: Bachelor's in Early Childhood Education or certified Parent Educator preferred.

Experience:

Required: 1-2 years of work experience in a social service and/human service field. Experience in providing case management and referral services to diverse children and families enrolled in an early childhood program.

Preferred: 1 year experience working as an early childhood education teacher and 2-3 years of work experience in a social service and/human service delivering case management and referral services to program participants. Experience in providing case management and referral services to diverse children and families enrolled in an early childhood program.

Skills and abilities which may be representative but not all inclusive of those commonly associated with this position include:

1. Knowledge of early childhood development.
2. Experience working with children and families from low-income communities.
3. Ability to coordinate/implement a developmentally appropriate program for children ages 0-3.
4. Knowledge of parenting skills and prenatal education.
5. Good oral and written communication skills including the preparation of reports.
6. Ability to speak Spanish a plus, but not required.
7. Good organizational skills and ability to perform duties in a timely and professional manner.
8. Good computer skills including the use of word processing and spreadsheet software, as well as e-mail.
9. Ability to establish positive relationship with families and other community agencies and resources.
10. Ability to work well with minimal supervision and ability to learn from direct experience as well as from training and education.
11. Ability to balance multiple tasks and responsibilities.

Residency and Transportation Requirement:

1. Preference given to residents of Grace Hill service area.
2. Must possess a valid driver's license and automobile with insurance coverage as required by the State of Missouri.

License (s)/Certification (s) Required: None Required

Must pass physical exam (including TB test)

Must pass security checks (CAN screening, police check)

Valid driver's license and adequate automobile insurance