

## **BETA JOB DESCRIPTION**

### **Job Title: Parent Educator**

Department: **Clinical Services**

Reports to Immediate: Director, Clinical Services

Reports to Primary: President/CEO

Reporting to this position: No direct reports

FLSA Status: Salaried Exempt

Grant Funded position through September 2012

**Position Summary:** The Parent Educator is responsible for providing curriculum-based parenting/home visiting support services to the residents of Orange County, Florida; to deliver ongoing, comprehensive case management of program participants to enable them to become self-sufficient. In keeping with BETA's commitment to excellence in the treatment of clients, we expect that all employees will actively participate in evaluating these services through data collection, input analysis, and course correction based on results.

- Contacts and counsels low and moderate income homemakers and families on a variety of topics such as: parenting; selection, use and care of home equipment and furnishings; storage, selection and care of clothing; health and sanitation habits; food and nutrition; consumer education; and financial management.
- Conducts small workshops, classes and counseling; visits in homes.
- Maintains current narrative records of contacts.
- Prepares regular activity reports.

### **Position Responsibilities:**

This is a responsible, non-supervisory position. This is fieldwork in counseling, educating and supporting economically disadvantaged homemakers and families. It is preferred that program services will be provided from, but not limited to, the Bithlo/Christmas Neighborhood Center for Families and outreach made to the surrounding Orange County community. Program staff will be responsible for working independently in counseling and in teaching a variety of home and family management skills.

The program will be designed to provide in-home support to individuals, seniors, and families with children up to age 18. Services must include parenting skills training, budgeting, homemaking assistance, assistance with seeking employment, crisis assistance, resources, child care referrals, advocacy, and assistance with procuring entitlements, food, housing, furniture, and clothing. Program staff must have a strong familiarity of community resources.

The program will work with parents and children to enable success in school, home life and community. This individual will help families with follow through on interventions and assist with locating and connecting to local services and resources. Parents and children will receive ongoing encouragement and support as they work toward achieving greater stability, productivity and improved family functioning. This position will provide workshops in a group setting to provide parents and children with the tools they need to achieve healthy family functioning.

Referrals will come primarily from Orange County's Neighborhood Centers for Families but may also come from a variety of sources including, but not limited to, school administrators, churches, neighborhood associations, day care centers, community mental health agencies, and other NCF partners. It should be noted that Orange County's NCFs should receive priority referrals and priority placement. Maintaining a caseload of at least 20 individuals/families, this individual will also be responsible for the following:

## **Support Responsibilities:**

- Collaborates with providers to schedule and provide services to meet the needs of families in the neighborhood
- Maintain relationships with community referrals/partners
- Interact with program staff to assure program integrity and review program strategies
- Input data and make program adjustments as necessary
- Maintain program evaluation, registration, and other related reporting as required by grant funded project
- Provide accountability to Director, Clinical Services, and appropriate BETA Staff as required
- Attend All Staff and team meetings as assigned

## **Essential Skills and Experience:**

- Master's Degree preferred in Counseling, Social Work, Psychology or closely related field and two (2) years of supervisory experience in counseling, social or residential services.
  - Alternate: Bachelor's Degree and four (4) years experience, including at least two (2) years of supervisory experience, in counseling, social or residential service.
  - Experience may be paid or volunteer. College education may be substituted for experience on a year-for-year basis.
- Basic knowledge and skills in a variety of homemaking areas. Knowledge of and ability to understand the problems of economically disadvantaged families.
- Must have knowledge of Developmental and Parenting Perspectives; must have knowledge of fundamentals of family support philosophy – empower, not enable
- Knowledge of community resources and experience with community networking and collaborating
  - Experience with parent education
  - Must possess strong communication skills
  - Must have group facilitation skills
  - Must have knowledge of appropriate record-keeping and documentation procedures
  - A strong commitment to confidentiality and ethical responsibilities is required
- Must be able to treat all with dignity and respect and be able to work with diverse members of the community; must be non-judgmental
  - Must have ability to be flexible with time and with clients
  - Must display qualities such as, high motivation, self-starting through taking initiatives, must be nurturing, and must be an accountable, team player.
  - Must possess a valid Florida driver's license, insurance, and transportation to drive during working hours and sometimes after hours or weekends to off-site locations through out Central Florida
  - Must provide own transportation. Compensation will be provided on a mileage basis. Must possess and maintain a valid Florida Driver's License. Some evenings and weekends may be required.
  - Must be able to demonstrate basic proficiency in word processing functions, preferably Microsoft Word and email functions.
  - Selected applicant will be subject to a Level II background screening and fingerprinting and must obtain favorable screening results in order to obtain employment.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to feel objects; reach with hands and arms; balance; stoop, kneel, crouch, or crawl; talk and hear clearly; manual dexterity in order to accurately work on phone, typewriter, computer and other equipment. The employee must be able to lift and/or move at least 30 pounds in the form of supplies/materials/equipment. The employee must possess use of both hands, arms, legs, and feet to accomplish the job, including evacuation and guiding during emergencies and mandated drills. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- *Work Environment:* General Office Environment based at the Bithlo Neighborhood Center for Families in E. Orange County. Some stress may occur. The environment is fast-paced with multiple demands to juggle.

This job description is not intended to be exhaustive. BETA Center reserves the right to revise this job description as needed to meet actual job requirements.

*BETA is an equal opportunity employer and a drug free workplace*

I have read and understand this explanation and job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To apply, please send resume and cover letter to:**

**BETA Center: Human Resources**

**4680 Lake Underhill Rd.**

**Orlando, FL 32807**

**Email: [employment@betacenter.org](mailto:employment@betacenter.org)**

**Fax: 407-381-0907**