



AVANCE PERSONNEL POSITION DESCRIPTION

Home Educator

JOB TITLE: Home Educator

LEAD ORGANIZATION: ELNC
SITE LOCATION AND EMPLOYER OF RECORD: New Hope Baptist Church
EMPLOYEE STATUS: Exempt- .25 FTE
SUPERVISOR LEVEL: NO
REPORTS TO: New Hope Baptist Church Site Coordinator

SECTION I – CERTIFICATION AND AGREEMENT

SUPERVISOR'S CERTIFICATION: I certify that this job description is an accurate statement of the major duties, knowledge, skills, abilities, responsibilities, physical, and performance requirements of this position and its organizational relationships. The position is necessary to carry out AVANCE's mission, goals, and objectives for which I am responsible.

NEW HOPE BAPTIST CHURCH SITE COORDINATOR

DATE

SECTION II – PURPOSE, ORGANIZATIONAL LOCATION, GOALS AND OBJECTIVES

The primary purpose of this position: This position is responsible for conducting home visits and observing the parent interaction with the child and the child using the toys made in the AVANCE toy making class. This position assists the Parent Educator in addressing problems in the home and in providing appropriate referrals for needed services, and coordinates with other service providers to meet the needs of the parents and children. This position may temporarily perform duties of other service providers of the program as needed.

ORGANIZATIONAL GOALS OR OBJECTIVES: By providing education and support services to families in at-risk communities, AVANCE strives to strengthen the family unit by enhancing parenting skills which nurture the optimal development of children between birth and age 3 to promote educational success and foster the personal and economic success of parents. The focus of AVANCE is community-based intervention, which is family-centered, preventive, comprehensive, and continuous through integration and collaboration of services.

SECTION III - JOB RESPONSIBILITIES AND STANDARDS

DUTY 1:

Conducts the Home Visit portion of the AVANCE Parent-Child Education Program.

1. Reviews current parenting class lectures, possibility sheets, and other support material before making each home visit.
2. Conducts regularly scheduled Home Visits with each parent in accordance with AVANCE policies and procedures.
3. Video tapes the mothers playing and interacting with their children using AVANCE toys.
4. Makes observations and takes notes of parents teaching the child to use an AVANCE toy.
5. Reinforces the possibility sheet activities and learning objectives for each toy and how they relate to parenting classes.

DUTY 2:

Plans, organizes, and coordinates the Home Visit activities of the AVANCE Parent-Child Education Program, ensuring it complies with the AVANCE mission and policy requirements to meet parent and children needs.

1. Schedules appointments with participants for Home Visits.
2. Coordinates Home Visit activities with other appropriate service providers.
3. Identifies resource requirements (i.e., supplies, etc.) needed to ensure success of Home Visits.
4. Conducts performance measures as directed by Site Coordinator, Project Coordinator or Project Director.
5. Advises Site Coordinator of significant issues or problems related to Home Visits.
6. Collaborates with Parent Educator to establish local policies and procedures for Home Visits.
 - a. Assesses and takes action to revise and implement policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work.
7. Identifies need for and participates in special projects and initiatives and performs special assignments.
8. Recruits Program participants.

DUTY 4:

Provides family support services on family and work life issues and concerns through regular interaction with participating parents and children.

1. Advocates on behalf of participants and their family.
 - a. Provides a point of contact for reports of family problems or issues involving participants and their families.
2. Helps gather, identify, and clarify information on participant's needs and concerns (e.g. family separation, parenting, child care, elder care, etc.).
3. Works with the Parent Educator to provide advice, guidance, and referral options, ensuring participants have access and assistance in securing cost effective support or direct aid from local/state/federal service agencies.

4. Tracks each participant to evaluate and follow-up as necessary to ensure the support and aid received are satisfactory.
5. Contributes to “case management” files as requested by the Parent Educator or supervisor.
6. Distributes food bank commodities as needed, in the home, to participants and records disbursements.

DUTY 5:

Performs a variety of administrative duties related to the Core Program.

1. Maintains Home Visit information and prepares a variety of reports and/or feeder information according to AVANCE national and local format and schedule as required.
2. Establishes and maintains suspense dates in order to submit required documentation/information on services provided to participants for AVANCE national and the various funding sources with follow-ups as appropriate.
3. Completes required documentation and ensures information such as participant registration/intake, sign-in books, attendance book, and “case management” files.
4. Maintains proper documentation for food bank.
5. Maintains any additional information or records required by each funding source.

DUTY 7:

Performs additional duties as required.

SECTION IV - KNOW LEDGES, SKILLS, AND ABILITIES

1. Keen observer, ability to pick up on body language, and culturally sensitive to social subtleties, relationships, interaction styles and local community values.
2. Pleasant, friendly, easy-going personality that parents can feel comfortable with.
3. Ability to plan, organize and direct the diverse activities and functions.
4. Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services.
5. Skill in establishing the nature and extent of concerns/issues, provide professional assistance to clients or staff, and determine appropriate referral services/opinions.
6. Ability to apply professional diagnostic skills to individuals and families.
7. Ability to work well with others in a team approach.
8. Skill in the use of video equipment.
9. Knowledge of safety regulations, practices, and procedures.
10. Ability to communicate effectively, both orally and in writing.

SECTION V - SPECIFIC HIRING CRITERIA:

WORK EXPERIENCE

1. **Required:**

1. 1 year experience working with adults and children or in a family support services environment.

2. **Preferred:**

1. AVANCE graduate, volunteer or other experience with family support services, community groups, church or school.

EDUCATION

1. **Required:**

1. Initial AVANCE training completed by end of first year and annual update training as specified in the AVANCE Training Program

2. **Preferred:**

1. High School Diploma or GED
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SECTION VI – OTHER SIGNIFICANT FACTS

UNIQUE ASPECTS OF JOB:

1. Must have transportation.
2. Must undergo a criminal background check.
3. Program activities take place in the center/site (permanent and mobile), family homes, and other community locations.
4. Walking, standing, bending, and carrying of small and light objects.
5. Guidelines include applicable AVANCE, local, state, and federal directives and standards. Staff uses judgment to select, interpret, and apply the most applicable guideline to a particular situation.