



POSITION DESCRIPTION

Job Title: Bilingual Parent Educator and Interpreter	Reports to: Family Services Program Director
Department/Activity: Parent as Teachers	Classification: Exempt
Supervises: None	Number of hours per Week: 40
Salary Range: \$36,400 - \$50,000	

SUMMARY

To provide parent education, support, and case management to families through Parents as Teachers, Triple P Positive Parenting, and Family Navigation services. This position will offer these services with an emphasis on serving Spanish-speaking families. The goals of these programs are to provide parents with child development knowledge and parenting support, prevent child abuse and neglect, and connect families to community resources. Delivery of these services may include one-on-one home visits, monthly group meetings, and ongoing case management support.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

The Bilingual Parent Educator and Interpreter will:

- € Coordinate all aspects of home-based parenting support for assigned caseload. This is to include: Intake visits
- € Outreach to the Latino community, learn and, if possible, become member of all Latino based community groups. Example: Immigrant Justice Coalition (IJC)
- € Offer one to two home visits each month per family. A personalized visit is designed to help parents understand what to expect in each stage of their child's development and offer practical tips on ways to encourage learning, manage challenging behavior, and promote strong parent-child relationships.
- € Assess family needs and provide developmentally appropriate information, guidance and support.
- € Ensure that all children enrolled in the program are periodically screened for delays in overall development, language, hearing and vision.
- € Serve as a referral source to link families with community agencies/programs that offer services to families of young children.
- € Integrate Triple P (positive parenting) as an additional resource for parents that have topics that align and blend with both programs.
- € Complete all required documentation regarding home visits, attendance records for group meetings and other PAT events, screening summaries, and all essential records required by the program in a timely and comprehensive manner.
- € Enter all documentation in Visit Tracker Database weekly
- € Plan, schedule and oversee group connections. Develop a broad base of topics to be used for the year that includes utilizing community professionals, as well as providing families the opportunity to participate in parent-child activities.
- € Translate for Spanish speaking CCWCI clients. This may include walk-ins or at scheduled times and may be in-person over the phone.
- € Translate flyers, brochures, and other documents for the Parents as Teachers Program, as well as other CCWCI programs. When departments outside of PAT request documents to be translated, a determination will be

made on a case-by-case basis as to whether the Bilingual Parent Educator can meet these needs. The PAT Supervisor and the Bilingual Parent Educator will work together to make this determination.

- € Help promote the overall mission of the Children’s Council by working collaboratively with other staff members and attending conferences and community events as needed.
- € Provide support to the Kaleidoscope Play and Learn groups if needed.

QUALIFICATIONS

Education & Experience:

- Bachelor’s degree in child development, human services, or related field and have coursework in child development, social work, behavior management or a combination of education and experience.
- Speak fluent Spanish and English - Cross-cultural sensitivity
- Experience working with diverse families with young children under the age of six years
- Experience working in the home and familiarity with community services and supports is highly valued
- Highly organized, self-motivated, flexible, (including willingness to work non-traditional hours), and able to work as part of a team
- Must have a reliable vehicle and appropriate driver’s license and insurance
- Highly organized and experienced with record keeping, database entry, community collaboration, and other administrative duties.
- Preferred: someone with experience with home visits and working with families

Knowledge, Skills, and Abilities

Technology: Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.

Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.

Build relationships within the Spanish community with families and agencies that serve those families.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters. Serve as a mentor and coach to clients.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Other Job Demands – To successfully perform this job, you must occasionally lift and/or move up to 25 pounds. For example, if you are leading a training or group session, you may need to pick up and organize materials. *Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties and responsibilities of this position.*

What Children’s Council of Watauga County (CCWCI) offers:

Salary and full benefits package including: 100% Employer Paid: Health Insurance, Vision insurance, and Short-and Long-term Disability insurance, 50% Employer Paid: Dental Insurance, a 3% Retirement Match, Paid time off and at least 12 Holidays each year.

- Flexible work schedule with a combination of in-office and home office work.
- Laptop computer, workstation, access to meeting space at the Children’s Council office, and access to a printer and copier.
- Dynamic and fun work environment with a positive workplace culture.
- Family friendly workplace polices like paid parental leave and other benefits that support a healthy work-life balance.
- The opportunity to make a real difference for young children and their families.

The above job description includes, but is not limited to, the above information. I have read the job description and have been given an opportunity to ask questions and offer suggestions. I understand that I am responsible for the responsibilities listed, and that my performance of these responsibilities will be included in my performance evaluation.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____