



Parenting Educator

A Parenting Educator is responsible for providing information, skills, and support services to the families in the Parenting Program. Parenting Educators work together in pairs while providing services at community partner locations. A Parenting Educator is expected to use Forty Carrots Family Center’s mission, values, vision, philosophy, and goals as the basis for all interactions with children, families, and staff as well as follow all policies and procedures as outlined in the Forty Carrots Family Center Employee Handbook. Forty Carrots Family Center endeavors to maintain a positive work environment. Each employee plays a role in fostering this positive environment.

Specific duties include the following:

- Meet Forty Carrots Parenting Educator Performance Guidelines consistently;
- Maintain confidentiality of all families when discussing Forty Carrots work;
- Maintain a safe and nurturing environment;
- Plan and implement developmentally appropriate curriculum;
- Facilitate the growth of parent-child relationships and healthy child outcomes by building relationships with parents and children;
- Facilitate parenting discussion using Parenting Education Program Essential Skills model;
- Ensure that interactions are relationship-driven, non-judgmental, child-focused, and strength-based while encouraging a respectful and inclusive workplace culture;
- Develop the ability to recognize and utilize “teachable moments”;
- Maintain adequate records of registration, attendance, and Accomplishments & Impact Surveys utilizing the iPad system and/or paper, when necessary;
- Individualize strategies to meet needs of parents and children;
- Plan and process groups with co-facilitators during Van Time and with the Parenting Education Director on a regular basis;
- Mentor colleagues when applicable;
- Share responsibilities as needed by displaying a high degree of cooperation and collaboration with other Parenting Educators;
- Regularly drive a Forty Carrots owned vehicle to and from community partner locations.
- Comply with all safety procedures and expectations in community partner locations, at Forty Carrots, and while driving the Forty Carrots vehicles;
- Attend both monthly staff meetings consistently and complete a total of 25 hours of in-service training per year.

Status: Non-Exempt from Overtime

Minimum Qualifications:

This position of Parenting Educator requires the minimum of a bachelor’s degree in Early Childhood Education, General Education, Counseling, Social Work, Human Services, or related field and experience working with children and families. A valid Driver License and proof of automobile insurance is required.

Physical Demands of the Job:

The job of Parenting Educator requires manual dexterity and the ability to: see, hear, speak, move and react quickly, sit comfortably on the floor, walk, stand, drive, balance and lift or carry up to 30 lbs. Reasonable accommodations, which do not create hardship for the employer, may be made to enable qualified applicants and employees with known disabilities to perform the essential functions of the job.

Employee Signature

Date