

**INSTITUTE FOR NATIVE PACIFIC EDUCATION AND CULTURE
(INPEACE)**

Position Description

Position Title	Parent Educator
Program	Hi'ilei Program
Supervisor	Hi'ilei Associate Program Director
Employment Status	Full Time, non-exempt
Island	Oahu & Molokai

Summary

- Under the direct supervision of the Hi'ilei Associate Program Director and general supervision of the Program Director, administers the Hi'ilei program and the Parent as Teachers Evidence Based Home Visiting Model, to families in the communities that INPEACE serves.

Duties and Responsibilities

- Become a Certified Parent Educator in the Parents as Teachers Foundational Curriculum and Model Implementation.
- Comply with the PAT National Essential Requirements to maintain high quality services and Blue-Ribbon Designation.
- Plan and partner with diverse participants to provide personal visits using the Parents as Teachers foundational curriculum, *model implementation* and other screenings and assessments required by funders.
- Creates an environment conducive to learning for children, families, and parents by employing a variety of appropriate teaching strategies.
- Establish and maintain a positive learning climate.
- Maintain client confidentiality and integrity within INPEACE policies, professional standards, and program requirements.
- Provide and monitor client progress reports and documentation of children and families, as required.
- Use effective oral and written expression and accurate documentation.
- Participate in diverse recruitment strategies to engage families.
- Complete a family-centered assessment with each family.
- Plan and facilitate monthly La 'Ohana socializations for participants.
- Provide referrals to early identification programs from early detection and developmental screens for children zero to three years old.
- Develop, monitor, and review goals with each family.
- Maintain accurate records of all personal visits, communication, assessments, screenings, and community referrals.
- Connect families to community resources to help them reach their goals and address their diverse needs.
- Implement social service support to participants, such services include but are not limited to:
 - Crisis management
 - Connecting and supporting families to obtain services from community agencies.
 - and mental health support
- Create an individualized transition plan to other services and early learning programs.
- Participate in weekly reflective and clinical supervision with APD.
- Participate in administration supervision with PD.

-
- Participate and positively engage in monthly staff meetings.
 - Participate in monthly Continuous Quality Improvement meetings.
 - Support the philosophy and mission of INPEACE.
 - Support the framework of strengthening families through promoting protective factors.
 - Ability to accurately enter Hi'ilei program data into a web-based database within the timeframe set by the program director.
 - Provide and document personal visits focused on parent-child interaction, development-centered parenting, and family well-being.
 - Perform all other duties as assigned and supervisor directives.
 - CPR and First Aid certification.
-

Minimum Qualifications

- High School Diploma or GED
 - 2 years' experience working with children ages 0-3 years old.
 - Commitment to attain: Parents as Teachers Certification in the Foundational Curriculum and Model Implementation.
 - Must be able to work in noisy and crowded environments.
 - Must be comfortable visiting families from various socioeconomic backgrounds in their homes without judgment.
-

Skills and Knowledge

- Excellent communication skills both oral and written
 - Ability to work independently, detailed and solution oriented, and able to multitask concurrently.
 - Excellent planning, organization, coordination, and evaluating skills.
 - Ability to work a flexible schedule to include evenings and weekends.
 - Knowledge of early childhood education, social service, family systems, and community resources.
 - Excellent interpersonal skills required to establish and maintain good working relationships with INPEACE and community partners.
 - Knowledge of early childhood and parenting education and experience in social services but not limited to:
 - Crisis management
 - Connecting and supporting families to obtain services from community agencies.
 - and mental health support
 - Early learning programs as well as other family support services available in the community.
 - Display a positive, outgoing, and flexible professional demeanor.
 - Resourceful, non-judgmental, and tactful in communicating with children and adults.
 - Ability to effectively present INPEACE and Hi'ilei program and respond to questions from parents or community partners.
 - Advocate and support mission, vision, and core values of INPEACE and Parents as Teachers.
 - Moderate to Advance skills and proficiency in all Microsoft software and programs.
 - Moderate to Advance computer skills and navigating through the web, email, and outlook calendar.
 - Perform CPR and First Aid
-

Preferred Experience

- Knowledge and sensitivity to the interests and needs of families in Native Hawaiian and/or poverty communities.

Essential Job Functions

- Sit for 6-8 hours at a time, kneeling, squatting, standing and bending
- Lift up to 25 pounds
- Drive a vehicle