



Bright Futures Parent Educator Job Description

Qualifications: Bachelor's Degree (Master's Preferred) in social work, education, psychology, sociology, child development, human services or related field, or a minimum of five years' related experience.

Must have and maintain valid CA Driver's License with reliable transportation and may require specified car insurance requirements.

Background Clearance Requirement:

Employment will be contingent on successfully passing a mandatory background check through probation. This will be completed, passed and clearance will be maintained according to the satisfaction of Probation. An outside background clearance will not be accepted or considered.

Experience: Experience with facilitation, working with large and small groups and with families individually, interacting effectively with multiple agencies both in public and private who serve at risk children, youth, families as well as with funder and Focus Forward staff. Experience in program coordination, intake, implementing assessments, following established curriculums, and assessing any needs or barriers effecting participant and program success as well as reporting and tracking progress/case notes. Experience using multidisciplinary approaches and curriculums working with various ages and families with various cultures and backgrounds to best serve clients. Experience working with community benefit organizations (CBOs) is preferred. Experience with office coordination and logistics required.

Supervision: Reports to Bright Future's Program Manager.

Description of Duties and Responsibilities:

The Parent Educator will implement parenting education workshops. Must uphold the fidelity of the curriculum. Focus Forward will provide training and Parent Educator must maintain required training and knowledge of program. Conduct screenings, assessments, reports, data collection, case/progress notes, and working with Focus Forward staff and funder to make referrals, recommendations and follow up on family needs. Will be working with children, youth and parents involved in Fresno County Systems and will be required to meet all program and funder requirements. Candidate will work on various projects and developments that impact this specific program with CEO and Bright Futures Program Manager to strengthen services. Parent Educator will also be responsible for managing satellite office in the community (not yet open), including office coordination, scheduling and opening and closing office.

Major Responsibilities:

- Teach parent classes in group settings, at various locations (primarily Focus Forward satellite office, but courses will be offered at locations throughout Fresno County for

accessibility of clients)- may include facilitating a class individually or co-facilitating with a colleague

- Working closely with Bright Futures Program Manager, maintain quality assurance, reporting data entry and evaluation, developing systems for management and tracking program/progress outcomes, client progress and keeping active case files/notes, etc.
- Follow the required curriculum/practice as outlined by Program Manager (i.e. following the evidence or research based practice to maintain fidelity of curriculum)
- Intake of clients into parenting program and managing referrals
- Assess parent/family needs to alleviate barriers of program completion and respond accordingly to reduce/eliminate barriers using internal and external resources
- Conduct various screenings and assessments and aggregate information and/or enter data into system
- Based on program involvement make recommendations/referrals to other staff for program screening or funder for client needs
- Provide demonstration on appropriate parent activities or practices and communicate importance of curriculum content (i.e. importance of role reversal, parent-child empathy, child nutrition, consistency, appropriate discipline, etc.)
- Maintain required training to be a qualified facilitator of the established curriculums, accordingly
- Flexibility in regard to scheduling (some classes/workshops will need to be offered on evenings and/or weekends—as needed by clients)
- Provide support with community referrals to ensure all needs of families are being met, may include internal referral and screening of programs that clients may be eligible
- Attend workshops and community meetings which promote family strengthening and education
- Work with interns/volunteers intern to supplement services that meet the fluid needs of clients, as needed
- Maintain open communication with manager, including ongoing updates regarding program.
- Attend meetings and develop/maintain communication with funder regarding program implementation, referrals, partnership, client staffings, etc.
- Coordination of class scheduling, ensuring space is set up and supplies are provided.
- Coordination of office space, including opening and closing, ordering office supplies, working with maintenance, security or other contractors.

Specific/Additional Duties:

- Follow up with referrals made for enrollment in classes/workshops
- Be responsive, consistent and reliable with all families, staff and program participants
- Special projects or services, as may arise, based on family need—supplemental workshops, assessments, activities, etc.
- Participate in mentor training for interns and volunteers in collaboration with Volunteer Coordinator and offer support to mentors while in office, for questions regarding case management, mentoring or internship requirements. On call support for mentors as needed if mentors/volunteers are being utilized
- Participate in regular staff and intern meetings and agency events and trainings
- All other duties as assigned

Focus Forward
3333 E. American Ave, Suite B
Fresno, CA 93725

www.focusforward.org | 559-600-4961  focusforwardfresno

Required Knowledge/Skills:

- Bi-lingual preferred
- Must be able to facilitate/teach
- Very organized and able to establish and follow timelines, curriculum and files
- Able to effectively communicate the benefits of program enrollment
- Must be able to work with multiple ages, cultures, ethnicities, sexual orientations, etc.
- Excellent verbal and written communication skills and organizational skills
- Demonstrated computer skills including but not limited to: using data base, use of Microsoft Office and email
- Demonstrated customer service skills
- Ability to develop and maintain professional working relationships with management, co-workers, partners, and the general public
- Ability to work under pressure and handle multiple tasks simultaneously
- Knowledge of available resources within the community for the client population
- Ability to work with children, youth, young adults and families who face multiple barriers and risk factors and who have been involved in the justice or child welfare systems and have skills to work with at-risk families
- Ability to speak with clientele one on one and to speak to large groups of people which may include public presentations or facilitating workshops/classes
- Ability to think critically and identify opportunities, needs and prioritization of work to meet mandatory outcomes of program and organization
- Must exercise good judgment and have experience working on projects with specific goals and outcome measurements
- Experience/knowledge of program development, meeting grant deliverables and community based work

Work Environment and Physical Conditions and Demands:

Cubicle setting, sitting/standing for prolonged periods of time, lifting up to approximately 40 pounds (more or less as needed), some meetings and appointments or presentations offsite in the community, heavy computer and telephone usage, physical coordination, working in noisy or crowded environment, speak loudly, stopping, bending, lifting, reaching, must drive vehicle. Must be comfortable working with families facing various challenges and provide services in a non-judgmental manner. These conditions and physical demands are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Compensation: \$18/hr. Paid holidays, time off (sick leave/holidays), medical, dental, vision and (403b option in 2016).

If you are interested in applying please send your resume to Joanna Zamora, Program Manager at joannaz@focusforward.org or call 559-600-4961

Interviews will be held in July 2016. Position is open until filled.

Focus Forward
3333 E. American Ave, Suite B
Fresno, CA 93725

www.focusforward.org | 559-600-4961  focusforwardfresno