



Burnett County Family Resource Center, Inc.

Job Description: Lead Parent Educator 1.0 FTE

Effective: 10-20-2023

Responsible To: Executive Director

Mission Statement: To serve all families by providing opportunities and activities that promote healthy families and safe communities.

Vision Statement: We imagine a community in which child abuse and neglect is eliminated, our families are strong, and our community is safe for future generations.

Responsibilities of the Lead Parent Educator include but are not limited to:

The Lead Parent Educator is responsible for program development and facilitation including Weekly Play & Learn Group, Monthly Parent Cafe's, Community Education and Special Events, Home Visitation/Parent Education in group or individual as well as Supervised Visitation serving court ordered families through a contract with Burnett County HHS. The Lead Educator is also responsible for maintaining regular and long-term contact and support with participants. Activities should be family-centered and strength-based and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting participants in improving their skills to optimize the home environment; improving the family support system; and increasing the family's ability to problem solve and assume the role of advocate for themselves and their children. Whenever possible, evidenced based curriculum will be used after staff has received the recommended training.

Criteria:

- Minimum of a high school diploma or equivalent, college coursework preferred e.g. Child Development, Social Work, Human Services.
- Experience in working with or providing services to children and their families.
- Knowledge of infant child growth/development and parent-child relationships.
- Ability to relate to families from a strength-based perspective.
- Demonstrates motivation and the ability to learn and practice basic supportive skills.
- An ability to establish trusting relationships in a non judgemental manner.
- Knowledgeable of community resources.
- Enjoys working independently on long-term projects with limited oversight or supervision.
- Recognizes the importance of establishing and maintaining person/programmatic boundaries.
- Acceptance of individual differences including value system and behavior norms.
- Believes in and is comfortable with advocating for nurturing, nonviolent discipline of children.

- Experience and humility to work with culturally diverse communities and families with the ability to be culturally sensitive.
- Willing to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing value of supervision, etc.).
- Demonstrates excellent written and oral communication skills.
- Must be able to pass a complete background check including the Sex Offender registry.
- Must have a valid driver's license and insurance.
- Ability to collaborate with other agencies including the court system and social services.
- Availability to attend various trainings for professional development as needed.
- Flexibility to work varying hours, could include evenings.
- Must be able to complete accurate documentation within 72 hours of family contact.
- Comfortable with public speaking, facilitating groups, representing the FRC in the community.

The Family Resource Center is an equal opportunity employer.