



Bilingual Parent Educator

***Applicant MUST BE fluent in Spanish**

A parent educator provides the information; support and encouragement that parents need to help their child develop optimally during the crucial early years of life. This is done by providing education in the form of personal visits, group meetings, screening, and linkages to a network of resources for parents and children.

Essential Functions

- Provide parent education through regular personal visits implementing the Parents as Teachers Curriculum, Prenatal to 5 years
- Assess family needs and provide developmentally appropriate information, guidance, and support to parents
- Work with team to organize monthly social support group activities
- Represent the HOPES program at various community events supporting families and/or young children

General Responsibilities

- Successful completion of monthly face-to-face visits and group meetings with up to 25 families
- Complete all required documentation regarding home visits, attendance records for group meetings and other Parents as Teachers events, screening summaries, and all essential records, in a timely and comprehensive manner

- Support families in seeking appropriate resources based on the results of screenings when needed
- Actively recruit families to participate in the program
- Participate in training programs, workshops, and meetings

Knowledge of:

- Optimal parent-child interaction and infant, toddler, and child development
- Early childhood and community resources including books, videos, programs, organizations, and reports that support sound early childhood education goals and philosophies or support family needs
- Appropriate activities for children of various ages and skill levels
- Issues surrounding family poverty and commitment to working with diverse people and families

Ability To:

- Establish and maintain appropriate professional relationships with families
- Maintain professional boundaries and confidentiality
- Communicate clearly and concisely, both orally and in writing; keep records and write reports
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Demonstrate ability to work on a small office team
- Take initiative and remain flexible and positive in a fast-growing organization and fast-paced work environment

Qualifications Needed:

- Three (3) years working with infants and young children and their parents
- BA in Early Childhood Education, Social Work, related field or equivalent experience (preferred but not required)

To apply: Please send your cover letter and resume to Autumn Barraza at abarraza@fss-ama.org. Please add "Parent Educator Bilingual Position" in the subject line. No phone calls, please.

