



UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

PARENT EDUCATION COORDINATOR/CCR&R CONSULTANT

Position Information:

Supervised by: CCR&R Director

Supervises: Does not supervise others

Salary: Coordinator V

Classification: Non-Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To assist the CCR&R Director in coordinating and implementing family and community strengthening through Parent Education and Community Outreach

Essential Responsibilities:

- Coordinate and implement parent education opportunities for UMCHS, Inc. and the community
 - Assist Family Advocates in reviewing Parent Involvement Surveys and plan a variety of classes/groups based on survey results throughout the service delivery area
 - Assist Family Advocates/CFAs/Teachers to encourage parents to attend parent education programs available through UMCHS
 - Assist Family Advocates/CFAs/Teachers in resolving barriers for families to attending parent education opportunities
 - Coordinate data collection needs for Family Advocates for scheduled classes (i.e. sign in forms, Workshop Evaluations, Parent Skills Ladders, participant certificates)
 - Collect data from parent education opportunities and assist with reporting
- Actively promote Agency Parent Education offerings within the community and with Agency partners (distributing flyers, brochures, registration forms etc.)
- Actively meet with community partners to identify and coordinate parent education opportunities throughout Umatilla and Morrow Counties
- Promote use of Parent Education Training Calendar
- Provide parent education classes and other classes in Spanish to agency and community clients
- Assist the Child/Family Services Director and Child Care Resource & Referral Director in reviewing and selecting new parent education curriculum
- Assist Child/Family Services Director in implementing community developments and leadership activities
 - Identify and recruit HS/EHS families and community residents for leadership training
 - Assist in the facilitation of the Community Leadership training for HS/EHS families and other community residents
 - Assist in facilitating the establishment and maintenance of one or more stable community/neighborhood coalitions in order to increase community advocacy by identifying issues, implementing plans of action, and evaluation of progress
 - Assist in promoting advocacy and collaborations between

community/neighborhood coalitions and community agencies and organizations to increase advocacy

- Represent UMCHS Inc., at community coalitions and events when requested
- CCR&R Community Outreach
 - Provide information/assistance regarding child care in the community upon request
 - Provide consumer education to clients regarding choosing/demanding quality child care
 - Maintain necessary record keeping of client calls by logging calls and activities
 - Handle related correspondence and written reports as requested
 - Assist with publicity/media coverage regarding services to providers, parents and community
 - Provide training and technical assistance to child care providers to meet child care regulations through one-on-one or group sessions
 - Represent CCR&R at community meetings/events as designated by supervisor
 - Prepare and submit to the CCR&R Director a monthly report of activities
- Apply safe practices in the performance of duties
 - Reporting of unsafe or hazardous working conditions and/or any injury immediately
 - Complying with Agency safety standards
 - Participate in emergency drills
 - Promote a culture of safe environments in the workplace

Qualifications:

- AA/BA in Social Services, Social Work, Sociology or related field
- One year experience in social work
- Bilingual written/orally – English/Spanish
- Experience teaching parent education to a diverse population
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation upon hire
- Adequate means of transportation
- Head Start experience (preferred)
- Community service experience (preferred)
- Multi-cultural experience (preferred)

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner

- Demonstrate commitment to mission, values, and policies in the performance of daily duties

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings
- Observe, compare and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material.
- Fluent in English both verbally and written
- Perform physical inventory of equipment and/or supplies
- Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Instructs, lead, train and facilitate others in a group setting

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer