



FAMILY EDUCATOR 2

Department: Multiple
Job Class #: 154200
Pay Range: General 14

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION:

This is family support work within various program areas for Pierce County. An employee in this classification is responsible for assisting families in accessing a variety of services with emphasis on moving toward self-sufficiency. Work includes the outreach process of eligible participants; in-depth assessment of individual or family needs, development of individualized plans of action, providing counseling and referral services; and the development of an extensive network of professionals in the social services professions.

SERIES CONCEPT: The Family Educator 2 is the second level of a four level series. The Family Educator 2 is distinguished from the Family Educator 1 by the level autonomy, decision making and the overall responsibility to provide services directly to clients.

ESSENTIAL FUNCTIONS:

All Family Educators

- Receive and process client applications, conducts needs assessment interviews and develops a family plan of action and/or authorizes services.
- Provide services and referrals, assist families in accessing these services; follows-up family members and/or referral agencies to ensure progress toward established goals.
- Maintain an extensive network of professionals in the social services field in order to access services as clients needs become known and advocate for clients when necessary.
- Prepare and maintains accurate documentation and statistics necessary for program reports and audits required by funding sources.
- Serve as an advocate.
- Participate in the development of presentation of training for new employees and staff of other service organizations providing agency services.
- Participate in the development and presentation of various workshops on related services in the community.
- Participate in special projects or special publications related to services for low income clients. Works to improve service delivery.
- Work in conjunction with supervisor and case management team to assist in developing program structure and recommending improvements.
- Attend meetings as required by the Department and related service organizations.
- May be required to lift up to 50 pounds.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime

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Teacher – Child and Family

ECEAP Positions

- Manage early childhood classroom, and provide scheduled home visits to parents/guardians.
- Maneuver around an active classroom consistently.
- Sets up work areas, displays and exhibits.
- Support a safe, positive social and emotional classroom learning environment including attachment and bonding relationships.
- Diaper changing and assisting in toilet training is required.
- Assess the social, intellectual, emotional, nutritional and physical needs of children; develop child- and adult-directed educational activities based on these assessed needs.
- Prepare and implement lesson plan(s) that includes a daily schedule of classroom routine and activities in accordance with ECEAP performance standards and program service plans.
- Provide an integrated, child centered, comprehensive curriculum and multicultural environment designed to meet the need of every child, including those with special needs.
- Administer standardized screening tools to individual children.
- Conduct housekeeping duties such as clean-up, shelf straightening, dusting and vacuuming

ChildReach Position

- Schedule and set ChildReach screenings and provide ongoing, regular community outreach activities including development and distribution of advertising materials, community presentations, and contact with community partners via in-person, mail and phone.
- Conduct developmental screenings of children birth to six years of age with the focus on children age birth to three and adhere to protocols for all screening tools.
- Engage with child at screening clinic, establish rapport, administer screening tools including; holding, positioning and/or lifting infants, and working at tables or on floor with children up to the age of six with a variety of toys and screening tools.
- Interpret screening results, discuss results, assist in development of follow-up plan, write plan, provide education and information on development, activities and community resources with parent or caregiver.
- Provide referrals to families; assist families in accessing these services; engages in follow-up with families and/or referral agencies.
- Maintain an extensive network of professionals in the social service, and early learning communities to provide families with appropriate referrals.
- Maintain ongoing, complete case notes and file documentation for all program clients.
- Provide regular, ongoing follow-up to program families, adhering to program timelines.
- Complete outcome questionnaires with all program families, adhering to program timelines and protocol.
- Maintain accurate documentation and statistics necessary for program evaluation and audits required by funding sources.
- Develop comprehensive reports including demographical information, data and narrative information regarding goals, activities, and outcomes.
- Works in conjunction with program supervisor and ChildReach staff.

Careers Program

- Conduct program orientations, workshops and trainings.
- Assist clients in the areas of resume and interview preparation and skill development.

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- Develop subsidized worksites, contact employers to explain the program and solicit their participation.
- Assist in placing clients at various worksites.
- Follow-up with employers regarding client's work performance and skills.
- Work with clients to develop an Individual Development Plan.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures. This position does not supervise or perform lead worker duties, but may provide direction and training to new employees and lower level classifications.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Family Educator 2 works in an office environment and/or in the field on a regular basis. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional nature; incumbents are expected to use verbal skills to independently resolve interpersonal situations to achieve desired results. Incumbents are exposed to various living situations and lifestyles. Work is generally completed on a regularly scheduled basis however, daily work hours will vary. Completion of job duties outside of normal scheduled hours is required. Work is subject to frequent interruptions and noise levels are varied based on the work locations. Family Educators in the child and family services perform work in both inside and outside environments.

PHYSICAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. May be required to lift up to 50 pounds. Lifting requirements vary depending on job assignment. Incumbents will be required to climb stairs and/or ramps when accessing client's homes. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

Child and Family Services:

Must be able to lift and maneuver small children who may weigh 50 pounds or more. Lifting requires the ability to lift children six-weeks through 5 years of age on an ongoing basis. Physical dexterity to work with small children; i.e., stooping, kneeling, crouching, reaching, grasping, standing, lifting, carrying, pushing, climbing, walking, running quickly.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Community resources in the social service field.
- Effective counseling, problem-solving, communication and listening techniques.
- Specific program rules and regulations, procedures and guidelines.
- Principles and practices of early intervention services; and applicable federal state and local laws, rules,

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regulations and policies and procedures.

Teacher – Child and Family and Developmental Disability Positions

- Early childhood development.

Skills in:

- The use of interpersonal and verbal skills to defuse emotional situations, calm upset individuals, allay fears and lessen confusion.

Teacher – Child and Family

- Communicating with preschool age children.

Ability to:

- Identify needs, record data and complete and maintain necessary documentation and do follow-up work in timely manner.
- Operate a personal computer.
- Work in partnership with family participants.
- Facilitate and conduct oral presentations.
- Handle stressful situations.
- Maintain harmonious working relations with co-workers, clientele, service providers, funding agencies and general public.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.
- Develop lesson plans.

Teacher – Child and Family

- Evacuate children quickly out of classroom to a designated area quarterly.
- Participate in emergency procedures including teaching children the appropriate moves for earthquake drills quarterly.
- Push/pull/lift up to 50 lbs. and meet additional physical/emotional demands of working with children 3-5 years of age
- Physically restrain an out of control child in a physical hold.
- Prepare the classroom environment to meet the educational needs of each child.
- Bend, sit on the floor/small child-sized chairs while interacting with a child/children and at child's eye level.
- Push service cart with food trays, and carry food trays weighing 10-20 pounds on a regular basis from the cart to the tables.

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MINIMUM REQUIREMENTS TO APPLY:

Associate Degree or two year degree in the field of social work, psychology or a field relevant to the program from an accredited institution of higher education required and two years of successful relevant experience is required. Additional education or related experience may substitute for the recruiting requirements. Positions in specific program areas may require program-related experience, education and/or training.

Child and Family Positions

There are additional mandated state and federal grant, ECEAP and EAC requirements for Child and Family positions. These positions require a two-year degree in a field relevant to the position as described in the appropriate ECEAP contract i.e. adult education or development, social work, psychology, or early childhood education or child development from an accredited public or private institution of higher education; demonstrated ability to work with groups of preschool age children and a minimum of two years of successful relevant experience. Other education or experience as allowed under the appropriate ECEAP contract which clearly indicates the ability to perform the essential functions of the position may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. A criminal history check including fingerprints is required prior to hire for positions in the Child and Family Services, Developmental Disabilities and Aging and Long Term Care Programs.

Child and Family Positions

Family Educators in Child and Family Programs must be obtained within 90 day of hire a Pediatric First Aide/CPR card and Food Handler's permit. Health statement, TB skin test or for those individuals with a positive skin test a statement from a doctor or chest x-ray must be furnished upon hire.

Developmental Disability Positions

Family Educators in the Development Disabilities Program are required to attend training and obtain a Family Resources Coordinator Certification as soon as a scheduled after hire. Incumbents must possess or be able to obtain a valid CPR and First Aid Card.