SERVICES PROVIDED

The Family Educator works with families in a home-visit setting to provide resource and referrals, assist with family goal setting and self-sufficiency. Works with other team members to provide services in the areas of: Education, Health, Nutrition, Mental Health, Disabilities, Family Services, and Parent Involvement. Assist families in becoming an advocate for their children by encouraging involvement in their education. Support families in becoming active members of their communities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not intended to be all-inclusive. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Health
- Supports families in obtaining child’s physical and dental examination.
- Works with health care providers and family members to obtain all required health care.
- Assists families with obtaining and maintaining health insurance, medical home and dental home.

Home Visits
- Conducts home visits for each family.
- Assists parents in establishing family goals and action plans.
- Maintains ongoing documentation of communication with families.

Parent Involvement and Meetings
- Partners with parents to organize monthly site parent meetings.
- Support and trains parents to facilitate the parent meetings.
- Utilizes parent input and program requirements to partner with community agencies to arrange guest speakers for parent meetings.

Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA)
- Monitors and utilizes procedure for child’s attendance and works with families to maintain 85% attendance rate.
- Updates forms as necessary, to document changes to family demographics.

Resource and Referral
- Assists families in accessing community and agency resources.
- Supports families so that children receive developmental, sensory, medical, dental, mental health, nutritional and behavioral screening and follow up services as required.
- Completes follow-up with families to evaluate if the resource or referral met the need of the family.
Agency and Community Meetings
- Participates in agency meetings and training.
- Attends additional meetings to support families as needed.
- Attends community meetings to support the family, including Early Intervention and Team Decision Meetings with Child Welfare.
- Attends community meetings to build partnerships with other programs that support children and families.

Team Support
- Supports the site team in areas including, providing classroom coverage, bus riding, language support, site cleaning and other areas as needed.

THE ROLE OF THE PRACTICUM STUDENT
- Work with families in a home-visit setting
- Support families in overcoming barriers that impact their ability to support their children
- Learn to work individually with families to assess needs, provide information and referral, and follow up services
- Documenting and maintaining child files

REQUIREMENTS FOR THE PRACTICUM STUDENTS
- Ability to work well within a team environment
- Ability to communicate well orally and in writing
- Basic computer skills
- Acceptable Criminal Background Check

EMPLOYMENT OUTLOOK
The skills learned in this program are transferable to many social service agencies

A CRIMINAL HISTORY CHECK IS REQUIRED
All employees, volunteers and practicum students are required to register with the Central Background Registry of the Office of Child Care

BACKGROUND CHECK
As of April 15, 2011, practicum sites that use the Department of Human Services Background Check Unit will now conduct a weighing test and fitness determination when an individual has been identified as the perpetrator of abuse in certain cases of sexual abuse, physical abuse or financial exploitation. The Background Check Unit will specifically consider the most serious cases of abuse reported and substantiated from January 1, 2010, forward.

NEW March 9, 2015