



**Title:** Bilingual Parent Educator/Case Manager

**Job Classification:** Hourly and non-exempt

**Reports to:** Parent Support Manager

**Hours:** 32-40 hours per week, including evenings and Saturdays

**Job Summary:**

Bilingual Parent Educators provide parenting support to families based on the Triple P curriculum used in CPI's Parent Support Services parent education program. They visit families in their homes and work with a variety of family structures, ages, and issues.

Training in Level 3, 4, and/or 5 of Triple-P Parenting is required. This training will be provided for the right candidate. In addition to providing parent education through in-home visits and community classes, this position can be responsible for case management, outreach, information and referral making.

S/He will:

- Work closely with Parent Support Manager to ensure good communication about program
- Maintain general organization of records and files
- Continually assess community needs and communicate needs to Parent Support Manager
- Have the ability to work at least 2 evenings per week plus ½ day on Saturday to accommodate family needs.

**Essential Functions:**

- Provide regular in-home visits, offering parent education and support to identified parents.
- Develop service plan with cooperation of parent and, if relevant, social worker, probation officer or other official involved in the case.
- Maintain accurate records of the visit content, referrals to community resources, parents' needs and goals, and required demographic information.
- Complete required evaluations and reports in a timely manner.
- Maintain regular communication about parent/client progress, successes and concerns with Parent Support Manager and interagency connections (social worker, public health nurse, or other agency case manager).
- Attend regular meetings to discuss program practices, policies and procedures in a supportive learning environment.
- Attend required agency staff meeting and other meetings as determined by Parent Support Manager (case management meetings, school meetings, other community-based meetings).
- Attend relevant parenting classes and training workshops to develop and strengthen professional skills.
- Refer to other community resources as needed.



- Consult with mental health provider when needed to support mental health needs of parent(s) or child(ren).
- Speak to community groups who may wish additional information.

## **KNOWLEDGE/SKILLS/EXPERIENCE:**

### **Minimum Requirements:**

- Strong understanding of child development.
- Education in Triple P Parenting or willingness to attend this training; must pass accreditation process.
- Fluent Spanish/English speaking and writing.
- Ability to establish good rapport with parents.
- Ability to instruct/lead parent group classes.
- Strong communication skills, including the ability to listen empathetically, demonstrate understanding by reflecting back to the person the essential feelings and attitudes s/he was expressing and lend effective support where appropriate.
- Good communication skills with other community agencies and referring providers.
- Understanding & commitment to CPI's mission, goals & philosophies.
- Reliable transportation is required.

### **Preferred Experience and Training:**

- Experience and/or Degree in related field (i.e., Child Development, Psychology, etc.).
- Experience with conflict resolution.

## **PHYSICAL REQUIREMENTS:**

- Ability to lift 25 lbs (supplies).
- Prolonged sitting and working on a computer and telephone.

**NOTICE:** This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.