OWENS VALLEY CAREER DEVELOPMENT CENTER

Family Literacy, Language Program, Early Childhood Education
Tribal TANF, Career Education
2574 Diaz Lane ▪ P.O. Box 847 ▪ Bishop, CA 93514 ▪ (760)873-5107

POSITION TITLE: **Family Educator**
CLASSIFICATION: **Non-Exempt**
DEPARTMENT: **Early Child Education-Tribal MIECHV/SEED Program**
SUPERVISOR: **Home Visitation Systems Coordinator**
PAY RATE: **NE5 $21.88 to $30.63 per hour**

Position Summary:

Under the general supervision of the Home Visitation Systems Coordinator, the Family Educator provides strengths-based, family-centered, and culturally responsive home visiting and parent education services to pregnant individuals and families with young children enrolled in the SEED Tribal MIECHV Program. The Family Educator implements the program's approved home visiting curriculum and model, supports positive parent-child relationships and healthy child development, assists families with goal setting and resource connections, facilitates parent education and cultural activities, and maintains required documentation and data. The Family Educator builds respectful relationships with families and incorporates culturally responsive practices, including local Native American traditions, language, and community knowledge when appropriate.

This list of duties and responsibilities is illustrative only of the duties performed by this position and is not all-inclusive. Each classification may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.

Essential Duties & Responsibilities:

- Conducts regularly scheduled "home visits" (or other designated location) with assigned families in accordance with program requirements and home visiting model expectations.
- Implements the approved home visiting curriculum and model with fidelity.
- Provides developmentally appropriate parent education related to child development, parenting, parent-child interaction, early learning, health, nutrition, safety, and family well-being.
- Prepares and implements developmentally appropriate activities and lesson plans based on family and child needs.
- Completes required developmental screenings, family assessments, and other program assessments within established timelines.
- Partners with families to identify strengths, establish goals, and support progress toward family-identified goals.
- Provides referrals and connects families with appropriate community, Tribal, health, and social service resources.
- Plans and facilitates parent education, family engagement, and cultural workshops and activities.
- Incorporates culturally responsive practices and, when appropriate, local Native American traditions, language, values, and community knowledge into services.
- Participates in recruitment, community outreach, and family engagement activities to support program enrollment.
- Maintains an assigned caseload and regular communication with enrolled families.
- Maintains accurate, timely, and confidential records of home visits, family contacts, assessments, referrals, and progress.

- Enters required participant information and service data into the program's designated data system within established timelines.
- Participates in team meetings, supervision, training, professional development, and continuous quality improvement activities.
- Follows all OVCDC and SEED policies and procedures, including confidentiality, home visiting safety, and documentation requirements.
- Performs other duties as assigned.

Minimum Qualifications:

High school diploma or GED, and at least two (2) years' previous supervised work experience with young children and/or parents required. An associate's degree, or 60 college hours, in Childhood Development, Early Childhood Education or related field, and three (3) years' experience offering Parenting Education classes or workshops with children and families is preferred. Shall possess and maintain a valid Class C drivers' license, and qualify for employer insurability, throughout the course of employment. Requires the ability to work on a modified schedule based upon the services provided and the business needs of the assigned department. Must obtain and maintain a Food Handlers Certificate. Must successfully pass a pre-employment drug/alcohol screen, pre-employment health screening with TB clearance, and background investigation.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the principles and practices of early childhood education and early childhood development.
- Experience working with families and children in a home setting.
- Knowledge of the Native American language, community, history, and culture.
- Knowledge of curriculum development, use of educational technology, effective instructional strategies/techniques, program design, assessment and evaluation procedures.
- Proficient computer skills, including proficiency in Microsoft Office.
- Ability to work independently and manage a caseload.
- Ability to maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Strong communication and interpersonal skills.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with students and families.
- Ability to develop and complete instructional activities and lessons.
- Ability to maintain a creative environment for learning by providing appropriate educational related organization and structure.
- Ability to motivate children and parents to perform to their fullest potential.
- Ability to be sensitive to the feelings and needs of adult and student educational requirements and respect families.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds

Work Environment:

Work environments include home visitation at family's residence (or other designated location) as well as other duties performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

Native American Indian Preference:

Native American Indian preference shall apply to all positions at OVCDC pursuant to the Indian Self-Determination and Education Assistance Act (24 USC 450, et. seq.), 25 CFR 271.44, applicable Tribal Employment Rights Ordinances, and other relevant laws.