



Job Title: Parent Educator (Grant Funded)	Salary: \$38,000 annually
FTE: 1.0	Last Update: October 2023
Reports To: Community Health Manager	Classification: Exempt

Empower House provides community health services, youth development programs, and advocacy opportunities that are transformative and empowering for women and girls of color. We envision a world where all women and girls are empowered to transform themselves, their families and their communities.

The ideal candidate for this position connects their passion for grassroots community transformation to our mission, vision and values, and has training and/or experience in child development, Black and/or African American Studies, facilitation and/or public speaking, and behavior analysis and/or modification.

Our organizational philosophy is rooted in understanding the implications of the intersections of sexism, racism, and other forms of oppression for women and girls. Women, people of color, LGBTQ and nonbinary individuals are strongly encouraged to apply.

Empower House is seeking a fulltime Parent Educator to implement the Effective Black Parenting Program. In partnership with United Way and Dual Gen, the Effective Black Parenting Program (EBPP) is a group-based parent skills training program designed to serve Black and African American families. EBPP aims to promote family pride and cohesion and to help families cope with the negative effects of racism.

Responsibilities

- Primarily, serve as the Effective Black Parenting Program Educator.
- Implement the Effective Black Parenting Curriculum.
- Obtain necessary training and certification in Effective Black Parenting Program and understand Dual Gen program requirements.
- Collaborate with the Recruitment and Enrollment Coordinator in the development and implementation of an outreach plan for the target zip codes and population.

- Conduct community outreach activities (i.e. tabling at events, passing out flyers, etc.) to promote EBBP program and register program participants.
- Partner with the Recruitment and Enrollment Coordinator in scheduling and facilitating meetings with potential partners in the community.
- Creation of class schedules to include nights and weekends and demonstrate excellence in attendance in accordance with established schedules.
- Administer all required programmatic assessments with adherence to reporting results including observations.
- Keep accurate and detailed case notes on client participation and progress.
- Prepare monthly, quarterly and annual reports as designated by Dual Gen and EBBP program requirements.
- Utilize Salesforce and other required data systems to enter participant data, track participants, receive referrals from other organizations, and refer participants to other organizations for support.
- Attend mandatory monthly and quarterly training sessions and workshops specified by position and maintain necessary certifications and licenses.
- Understand Dual Gen partner offerings and refer families to Dual Gen partners and/or Empower House Community Health Worker while working in collaboration to assess their needs.
- Manage case load of family coaching cases, to include, conducting consultations and following up with partners and participants to ensure needs are being met.
- Meet with Effective Black Parenting Program Participants monthly to assess needs and progress within program to ensure program requirements are understood and met.
- Participates in all program and organizational staff meetings and team development workshops.
- Comply with established guidelines outlined in scope of work of areas of funding.
- Must have the ability to prioritize tasks to meet deadlines.
- Other duties as assigned.

Communication:

- Uphold Empower House values of Solidarity, Empathy, Collaboration and Creativity.
- Demonstrates a willingness to cooperate and add to a positive team dynamic.
- Collaborate with high-performance, constructive peer groups.
- Demonstrate strength in recruitment and retention of individuals to participate in Empower House educational activities.
- Must have deep understanding of trauma informed care.
- Must be able to utilize resources available with referrals to assist families in crisis.

Qualifications

- High school diploma and/or equivalent – bachelor's degree preferred
- 2-3 yrs. previous facilitation/public speaking experience
- Prior education and training in child development, group dynamics, Black and/or multi-cultural studies, and behavior modification, behavior analysis, or behavior interventions is preferred
- Understanding of cultural diversity and experience working with culturally diverse populations
- Experience with community outreach is preferred
- Case management experience is preferred

- Excellent verbal and written communication skills with exceptional attention to details
- Demonstrated proficiency and ease in data entry and computer skills
- Strong organizational skills
- Must have the ability to thrive in a flexible, fast paced growth-oriented environment

Empower House provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state, or local law. Empower House will provide reasonable accommodation for qualified individuals with disabilities.