

YWCA Greater Cincinnati

Job Description

Job Title:	HIPPY Bilingual Family Educator	Revision Date:	April 4, 2017
Incumbent:		Department:	Lifelong Learning
Location:	Cincinnati, OH/Greater Cincinnati area	FLSA Status:	Non-Exempt
Supervisor:	HIPPY Manager		
Supervises:	NA		

JOB SUMMARY

Train, deliver and implement the HIPPY Curriculum and all components to enrolled clients in assigned service area. The delivery method is home visitation.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Maintain an active case load of a minimum of 18-20 children
- At the initial home visit the Family Educator:
 1. Explains overall program
 2. Complete application, contract, Assessments and Screening as deemed necessary
 3. Assesses needs for other services
 4. Set up an appropriate time future home visits
- At each home visit the Family Educator:
 1. Reviews the activity packet and other material from the previous week.
 2. Discusses any problems that arose with the parent while working with the child and passes on these concerns to the coordinator for further discussions.
 3. Instructs the parent in the up-coming week's material.
 4. Administer follow up assessments and screenings as required
 5. Records all necessary information on home visit work sheet
- Maintain accurate data records to be entered in data system weekly.
- 15 hours of approved professional development per year
- Recruitment program wide in targeted school district
- Assist in planning and implementation of Parent Workshops
- Attend weekly staff training
- Communicate with coordinator weekly for case management and supervision
- Responds to routine emails, phone calls, etc.
- Makes copies, prints documents, etc.
- Files paperwork

Key Relationships

- Clients (adult and children), volunteers, community agency representatives, local school district personnel and YWCA staff. Interact with HIPPY USA staff.

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

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QUALIFICATIONS:

Education/Experience

- High school diploma or equivalent degree
- Must be efficient in reading and speaking English and Spanish
- Reliable transportation
- Have completed at least one year of the HIPPY curriculum as an enrolled client (preferred but not required).

Licenses/Credentials/Certifications

- N/A

Skills/Specialized Knowledge/Abilities

- Calm, organized, patient, diplomatic, and confident demeanor in working with staff and vendors
- Comfort in relating to all levels of management and diversity of personalities
- Advanced attention to detail and accuracy in all work
- Intermediate ability to prioritize own wide-ranging work load and work independently
- Ability to maintain the highest levels of confidentiality regarding business and staff information
- Intermediate ability to communicate both verbally and in writing to a wide range of audiences – primarily staff and vendors
- Intermediate knowledge of Microsoft Office applications: Word, Excel, PowerPoint, Outlook
- Intermediate ability to work collaboratively with colleagues

WORKING CONDITIONS:

Working Hours/Environment

- Part-time 30 hours per week with benefits (limited hours June-August annually)
- Work typically performed in an indoor office setting and at various work sites

Tools and Equipment Used

- YWCA issued Lap top computer, copier, fax/scanner, phone, and other typical office equipment

Travel

- NA

Physical & Mental Demands

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Digital dexterity and hand/eye coordination in operation of office equipment
- Light lifting and carrying of supplies, files, etc.
- Ability to speak to and hear employees/clients via phone or in person
- Body motor skills sufficient to enable incumbent to move around the office environment
- Ability to analyze sourcing data, benefits, and other reports and make recommendations
- Additional Mental Requirements: compare, decide, direct, problem solve, analyze, instruct, interpret

SUPERVISOR'S ACKNOWLEDGMENT:		DATE:	
EMPLOYEE'S ACKNOWLEDGEMENT:		DATE:	

This job description does not constitute a written or implied contract of employment. This job description is not intended and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or work conditions associated with the job. Furthermore, the employer reserves the right to revise or change job duties and responsibilities as the need arises.