



Job Description - Position Profile

Position Title: PAT Parent Facilitator

Reports To: Program Manager

Classification: Hourly or Fulltime

Position Summary:

Provides home visitation services aimed at preventing child abuse and neglect for an “at risk” population of parents who are residents of Clay, Coosa or Talladega County. Parents participating in the program may be self-referred or referred by one of a number of community partner agencies. An established curriculum (Parents as Teachers) will be the primary basis of service delivery. The Parent Facilitator must demonstrate willingness and ability to attend certification training in required curriculum.

Primary Responsibilities

- Schedules, conducts and documents regular home visitation sessions with participating Parents and their children to deliver a curriculum designed to teach basic parenting skills and child development.
- Provides classroom instruction and community education related to program.
- Promotes community awareness of programs through presentations to community, church, civic and school groups and through use of local media.
- Collaborates with community partner agencies to access services for participating families.
- Completes required paperwork, documentation and grant reports for home visitation and school based programs.
- Attends any required meetings planned by grant giving agencies.
- Evaluates program effectiveness.
- Any other duties deemed necessary by the Program Manager.



Job Description - Position Profile

Knowledge, Skills and Abilities:

- Skilled in written and verbal communication
- Database management skills
- Ability to maintain confidentiality
- Organizational and time management skills
- Strong communication skills

Qualifications:

To perform this job successfully, a four-year degree in Social Work, Early Education, or other relative degree and experience is preferred.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date