



## Job Description - Position Profile

---

**Position Title:** HIPPY Parent Educator

**Reports To:** Program Manager

**Classification:** Non-Exempt / Hourly

---

### **Position Summary:**

Responsible for all aspects of providing the HIPPY program to the participating families.

### **Primary Responsibilities**

- Attends weekly staff meetings to role play HIPPY lessons.
- Conducts HIPPY lesson with practice child (based on years of experience).
- Makes weekly home visits to provide and role play weekly HIPPY lesson and parenting information.
- Makes sure that all appropriate paperwork is completed before coming to staff meeting.
- Turns in weekly home visit documentation on a weekly basis.
- Turns in weekly home visit schedule, time and mileage, and database report.
- Provides Coordinator with information on the needs of families.
- Collects weekly pull pages from lesson packet for portfolio.
- Assists with assessments and screenings on children enrolled in the program at the beginning of the new HIPPY year.
- Assists in babysitting, preparation, and clean-up of group meetings as specified by Program Manager.
- Assists in recruiting of families.
- Maintains a designated caseload.
- Assists Program Manager with other duties upon request.
- Hours are non-traditional hours and Parent Educators may be required to work some evenings and weekends.



## Job Description - Position Profile

### **Knowledge, Skills and Abilities:**

- Organizational and time management skills
- Strong communication skills
- The ability to provide instruction to adults and children.
- Leadership skills
- Database management skills

### **Qualifications:**

- Parent Educators must have a practice child to work with (based on years of experience).
- Must possess a valid Alabama driver's license and have proof of valid insurance.
- Parent Educators must have a high school diploma or GED upon application.

### **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 are employees "at-will". I have read and understand the responsibilities and requirements of this position.

---

Employee Signature

---

Date

---

Manager / Supervisor

---

Date