

Lutheran Family Services Position Description

Position Title: Family Life Educator	Effective Date: March 25, 2009
Paygrade: G	
Reports to: Boutique Program Coordinator	Appointed By: Young Families Initiative Program Supervisor
Region: Children Services	Location: Various
FLSA Status: X Non-Exempt Exempt	

LFS Mission Statement:

Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values:

Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Job Purpose:

To provide assistance to staff and clients of the Building Families Boutique program. Provide training, support, and follow-up to parents involved in the Building Families Boutique.

Essential Job Duties:

Training:

- Provide education and preparation services to Building Families Boutique clients as requested by supervisor. This includes organizing, coordinating, leading, and recommending enhancements of the Nurturing Parenting Training.
- Assess participant's participation in and understanding of materials and concepts presented and make recommendations regarding their abilities.

Service Delivery:

- Assist Program Coordinator in set-up, coordination, and facilitation of monthly parenting educational and support groups.
- Facilitate parent groups in community locations.
- Work in conjunction with Program Coordinator to complete client intake assessments.
- Refer clients to needed agency and community resources, follow-up on services as necessary.
- Assist Program Coordinator in volunteer recruitment for child care activities.
- Assist in childcare and childcare activities for parenting and support groups as needed.

Collaboration:

- Work in collaboration with area agencies to provide a continuum of care to client.
- Work with the YFI Program Supervisor and Boutique Program Coordinator to assure Nurturing Parenting Training is carried out in a consistent manner.
- Participate in staff meetings and individual supervision.
- Work collaboratively with other members of the Building Families Boutique staff.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

- Participate in regular individual and group supervision meetings.

Professionalism and Confidentiality

- Maintain the confidentiality of all clients.
- Adhere to agency and client record security procedures.

Interpersonal Relationships

- Maintain a positive, respectful and professional demeanor in all contacts with clients, other professionals and the public.
- Maintain positive, supportive relationships with participating children and parents
- Seek needed guidance in handling difficult client situations.
- Other duties as assigned.

Job Requirements:

- Bachelor's degree in social work, family sciences early childhood education or related field preferred; or equivalent combination of education and work experience.
- Competency in Spanish is preferred.
- Experience in providing training or adult education.
- Possess a basic knowledge/understanding of families with young children and issues facing these children and families.
- Ability to assess skills and abilities of participants and exercise discretion and independent judgment regarding participant's ability to understand and implement concepts presented.
- Experience working as a collaborative team member.
- Knowledge of community resources.
- Possess good verbal/written communication skills.
- Possess basic computer skills with experience using Microsoft Word, Excel, PowerPoint, and Internet preferred.
- Must pass child abuse/neglect, vulnerable adult abuse/neglect, sex offender and criminal record background checks.
- Must be available to work some evenings.
- Valid driver's license, proof of liability insurance and ability to drive for Agency business.
- Commitment to the mission of Lutheran Family Services.

Hiring Manager Signature _____

Date _____

Employee Signature _____

Date _____

Director, Human Resources _____

Date _____

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