



Job Description

Job Title: Triple P Mendocino Parent Educator

Salary Range (DOQ): \$22.48 – 27.32

Schedule: PER DIEM maximum 3 hours per week

FLSA Status: Non-Exempt

Approved By: Julie Fetherston

Approved Date: 12/2/2020

Summary

The Triple P Parent Educator (PE) provides Triple P Group Facilitation to Mendocino County parents through Triple P Mendocino, a program of FIRST 5 Mendocino. Triple P Mendocino trains and supports facilitators to educate parents and caregivers about positive parenting. The Program also connects parents to other needed community resources. Triple P Mendocino promotes the evidence-based parenting program known as Triple P (Positive Parenting Program). Triple P has been shown to reduce the effects of Adverse Childhood Experiences (ACEs) and promote resilience in families. By working with families and community agencies, our program aims to increase resiliency in families throughout Mendocino County. The Triple P Parent Educator will be responsible for facilitating a maximum of 3 hours per week for 8 weeks per group as scheduled quarterly with Triple P Mendocino.

Representative responsibilities of the Triple P Parent Educator include, but may not be limited to:

- Facilitate Triple P parenting groups as designed by the Triple P Positive Parenting Program guidelines;
- Assist in functions related to the efficient operation of the program;
- Refer parents to resources outside of Triple P parenting;
- Maintain correspondence with parents, agency partners and Triple P Mendocino staff;
- Create Triple P group schedule with Triple P Mendocino staff; organize locations, facilitators and child supervision.
- Print needed materials and request additional materials (workbooks, DVD's) with Triple P Mendocino staff;
- Maintain files, database(s), and perform related duties as required;
- Assemble and analyze information and data, both electronically and physically;
- Turn in all completed data at the close of each group to Triple P Mendocino staff;
- Use independent judgement in completing activities and operate under the general supervision of the Community Education Manager.
- Other duties as assigned.

Minimum Qualifications:

- ✓ Strong oral and written communication skills;
- ✓ Strong organizational and prioritization skills;
- ✓ Consistent and professional work demeanor;
- ✓ Works effectively under pressure and can handle multiple assignments and interruptions;
- ✓ Exercises confidentiality concurrent with program requirements;
- ✓ Experience in a professional office environment;
- ✓ Knowledge of Word and Excel.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist in developing schedules and curriculum as necessary;
- Prepare and review a variety of communicative subject matter that may include confidential and highly sensitive material such as parent and child information;
- Prepare memoranda, letters, reports, and other correspondence to partnering agencies with written release of information;
- Drive own vehicle to various sites to conduct work; and perform related duties as assigned.

Qualification

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Triple P training in Level 4 Group and/or Transitions
- A minimum of one (1) year of experience facilitating support groups
- A combination of education and experience would likely provide the qualifying knowledge and abilities.

Language Skills

- Ability to read and interpret documents.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with staff and parents.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out complex instructions furnished in written, oral, or diagram form.

Computer Skills

- Utilize a variety of computer programs including, but not limited to, Microsoft Office including Word, Publisher and PowerPoint, use Access and Excel, the internet, etc.
- At least intermediate knowledge of Word and familiarity with all other Microsoft Office Suite Programs.

Certificates, Licenses, Registrations

- Pass the fingerprint/Dept. of Justice background requirements
- Possess or obtain upon employment, a valid California Driver License with a clean driving record;
- Provide and maintain proof of automobile insurance;

Physical Demands

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is quiet to moderate depending on the activities of the day.