



AVANCE[®]
Unlocking America's Potential



Bilingual (Spanish) Parent and Home Educator

AVANCE-Austin is seeking a passionate, self-motivated social worker experienced working with Spanish speaking families with young children (ages 0-3 years of age). The Parent/Home Educator will provide pregnant parents and parents with children from 0 to 3 years of age with parenting and support group services in order to ensure that individuals' needs are being met. The Parent/Home Educator will perform monthly home visits and also assist with outreach, family recruitment and retention, identification and recruitment of Resource Speakers, and other related duties. This position is also responsible for providing families with comprehensive family development through the development and implementation of an individualized service delivery plan. The provision of all services will focus on promoting the educational and economic success of the parents that in turn will promote the child's overall growth and development.

Job Responsibilities:

1. Assists with the identification and recruitment of families who are interested in pursuing parenting and early childhood education, with recruitment efforts including collaboration with schools and community agencies.
2. Implements designated parent-child education curriculum within the classroom environment in a professional manner which facilitates interactive activities with program participants. Duty involves preparing, reviewing, and modifying, if necessary, lesson plans, class lectures, and other support material for each lesson.
3. Encourages participant attendance and retention. Calls and invite participants to weekly classes.
4. Conducts monthly home visits with participants, scheduling them in advance. Home visits involve providing community referrals and following up, as needed, and assessing, note taking, and videoing the use of toys and other AVANCE educational tools within the home environment.
5. Meets with Toy Making Instructor on a regular basis to discuss toy making projects as well as progress and needs of parents.
6. Assists Program Coordinator in developing participants' database and maintains accurate reports, including attendance, participants' progress, and other programmatic reporting, as needed. Cooperates with in-house monitoring and independent evaluation of program effectiveness.
7. Conducts intakes and pre- and post-testing questionnaires of participants to identify program outcomes.
8. Provides developmentally appropriate learning experiences for young children as required.
9. Assist in procurement and management for materials and supplies for the parenting class
10. Drives AVANCE van
11. Makes purchase orders for class and food supplies and keep proper documentation of receipts.
12. Works collaboratively with other agencies to enhance services to families.
13. Maintains knowledge of current parent-child education practices.
14. Attends scheduled meetings, training, and/or conferences to enhance professional growth and ensure well-coordinated and effective delivery of project services.
15. Screens children with evaluation tools such as the ASQ and shares the results of the Brigance test with the parents.
16. Assist with organizing and planning for special events, ex. Holiday Party, Dia de los ninos, graduation etc.
17. Establishes and maintains an environment conducive to positive morale and directed towards achievement of the project mission
18. Ensures high standards of ethics by maintaining high standards for participant confidentiality

19. Facilitates effective resolution of conflicts
20. Maintains a positive attitude
21. Works well with a team and independently
22. Provides special services /projects as authorized and trained by the Program Coordinator or Director of Programs

Qualifications:

Required: Bachelor's Degree in Social Work, Sociology, Psychology, Education or related field and two years of Experience working with similar demographics.

Bilingual English/Spanish.

Preferred: Bachelor's Degree in Social Work (Certified).

Pay: Salary commensurate with education and experience, plus full benefits.

To Apply: Email resume with cover letter to Anurita Mitra, Director of Programs: amittra.aus@avance.org.

AVANCE-Austin is an equal opportunity employer.