

# Parent Education Specialist

Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

## **Position Description:**

Under the administrative and supervision of the Family Support Parent Ed Program Manager, the Parent Education Specialist is responsible for educating and/or re-educating parents in Alameda County regarding child rearing patterns and providing support conducive to changing attitudes and behaviors in a manner that prevents child abuse and neglect within family and promotes healthier family function.

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

## **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Teach parent education classes which consist of twelve, ten or six two-hour sessions on ZOOM and/or in a community setting.
- Assist program manager with curriculum design and maintenance, including facilitation of classroom exercises and assignments as related to class objectives.
- Arrange for space and childcare for classes (if in the community)
- Maintain attendance records and client status reports as needed.
- Collect necessary demographic and billing information.
- Occasional outreach activities as needed.
- Attend relevant trainings as needed.
- Attend all team and agency meetings as required.
- Other duties as assigned.

## **REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:**

- Bachelor's degree from a certified college/university in child development, social work, (or a related field) or three years' experience working with multi-stressed families.
- One-year experience facilitating parenting, and/or co-parenting groups.
- Bilingual (English/Spanish) preferred.
- Demonstrated familiarity with community resources in Alameda County preferred.

## **Desired Qualifications:**

- Computer literate in Microsoft Office, or equivalent program; internet; Email, and ZOOM or other online meeting platforms.
- Must demonstrate good judgment, and the ability to maintain a high level of discretion and confidentiality.
- Displays a professional demeanor and "can do" attitude to represent the organization in a positive manner at all times.

**Special Requirements:**

- Must pass criminal records clearance.
- Requires some driving on agency business so must have access to reliable transportation, maintain a valid CA driver license, current auto insurance and a clean DMV record.
- Flexibility to work occasional evenings.
- Available to work evenings and/or weekends.
- Reliable internet access.

**Work Environment:**

- Due to COVID 19, employees are working remotely until further notice, with an option to work in office if appropriate.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Requirements:**

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. While performing the duties of this job, the employee is:

- Frequently required to do outreach/teach in the community (by zoom/phone and/or in-person).
- Frequently required to be at a computer desk.
- Frequently required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include: close vision; (on a computer or reading documents).

**COMPENSATION:** Pay rate is commensurate with education and experience and competitive in the non-profit environment. Bilingual pay differential may apply for clinicians providing services in a language other than English.

**LOCATION:** Oakland

**EMPLOYEE STATUS:** Non-Exempt

**WEEKLY HOURS:** On Call

**Family Paths falls under the current California Department of Public Health (CDPH) and State Public Health Officer Orders which requires all workers (paid or unpaid) who provide services or work in facilities covered by the order to (1) have received their full dosage/s of an approved vaccine against COVID-19 and provide documentation of such, or (2) If exempt per a valid exemption as permitted by the order, complete an exemption accommodation request form. An approved exemption would result in the exempted employee being required to wear a proper face mask while working and be tested weekly for COVID-19.**

**TO APPLY:** Send your resume and **cover letter** to Juli Rositas. **Resumes without cover letters will not be reviewed.**

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Website: [www.familypaths.org](http://www.familypaths.org)