



## POSITION DESCRIPTION

**Position:** Parents as Teachers-Teen Parent Educator  
(Non-Exempt – 20-30 hours/week)

**Reports to:** Project Coordinator      **Supervisor Responsibilities:** None

### **Position Summary:**

Reports to Project Coordinator, responsible for initiating and maintaining regular and long term contact with families.

**Essential Duties and Responsibilities** include the following, although *other duties may be assigned to meet agency needs*.

- Completes all required home and school based parent education services as defined by Parents as Teachers at MHA and Parents as Teachers National Center, Inc.
- Maintains a full client caseload.
- Assesses the normal growth and development of the target child.
- Assists families in establishing goals and plans for achieving their goals.
- Ensures that all required program information is collected and entered in the PAT Visit Tracker system in a timely manner.
- Actively advocates for all children, families and persons with mental illness served by MHA.
- Attends and participate in all team meetings, required Parents as Teachers trainings as well as any other meetings deemed appropriate.
- Promote Parents as Teachers and Empowering Teens as Parents to the community through education, public relations including existing community partnerships.
- Observes safe job practices, maintaining a clean and safe working environment.

### **Qualifications:**

Bachelor's degree in psychology, social work or human/family services field and two to three years experience working with children 0-5 preferred. Insurable driving record with valid drivers license required.

Send cover letter and resume Debbie Price, Vice President, Human Resources to [careers@mhalakecounty.org](mailto:careers@mhalakecounty.org)  
For information about our organization, visit [www.mhalakecounty.org](http://www.mhalakecounty.org).