



Monona County Public Health

Learning for Life Program Parent Educator Job Description

Program Overview:

The Harrison, Monona and Shelby Counties' (HMS) early childhood (prenatal up to kindergarten entry) Learning for Life Home Visitation Affiliate Program share a common vision that all children will learn, grow and develop to realize their full potential. Our mission is to provide the information, support and encouragement that parents need to help their children develop optimally during the crucial early years of life.

Job Description:

Promote the Monona County Learning for Life Program in the county, enroll families into the program and provide in-home parent and child educational services to support child development, school readiness and positive parenting practices while using the Parents as Teachers National Program Curriculum. The service area is Monona County.

Ages Served:

Families with one or more children ages prenatal up to kindergarten entry.

Position Hours, Location & Pay Scale:

- 28 hours per week
- \$14 - \$16 per hour
- Benefits offered: IPERS and vacation time
- This position will be housed out of Monona County Public Health, 610 Iowa Avenue, Onawa, IA 51040 (Monona County Courthouse)

Reports To:

Monona County Public Health Administrator and Learning for Life Program Quality Supervisor

Minimum Education, Training & Experience:

Four-year degree in early childhood, education, health, or related field preferred. Associates degree or an equivalent combination of education and experience in early childhood or a related field acceptable. Supervision experience working with young children and/or parents is also preferred.

Specific Duties:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Promote the Learning for Life Program to community members and community partners by using various communication methods and by attending community events;
- Establish and grow the program's community partners;
- Schedule, prepare, plan, conduct, and document home visits and other required forms for the enrolled families;
- Organize and conduct group parent meetings for enrolled families;
- Establish and grow the number of families receiving the program's services;
- Engage, establish trust, develop relationships, and collaborate effectively with individuals and families from a wide range of backgrounds, cultures, and perspectives;



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- Possess high ethical standards, good communication and organization skills, prove adaptable to a variety of situations, remain nonjudgmental, tactful, assertive, empathetic to socioeconomic factors, and demonstrate both cultural competence and compassion;
- Must be able to independently function and request assistance appropriately and as needed;
- Attend work-related meetings, conferences and seminars and receive/maintain all necessary certifications; and
- Perform all work duties and activities in accordance with public health policies, procedures, and safety practices.

Ability To:

- Represent Monona County and perform duties in a professional, responsible and trustworthy manner;
- Be comfortable working with families and children, in their home setting, to support child development, school readiness and positive parenting practices;
- Work a flexible schedule, such as evenings, consecutive overnight hotel stays for trainings, weekends on occasion, and additional time, as needed;
- Be outgoing and motivated to setup one-on-one meetings with community partners to tell them about our program so we can continue to increase our referrals and the number of families we serve;
- Meet deadlines, be detail oriented and accurate while performing duties;
- Be a self-starter and able to work well with others;
- Write clear and concise reports, business correspondence and assist in writing grants and procedure manuals;
- Be able to develop educational learning activities to work on with the families and children;
- Be able to work safely in an environment which, at times, may be unhealthful or hazardous (such as waste, germs, childhood diseases);
- Handle multiple tasks and competing priorities;
- Be willing to go up to a family with young children, that you have never met before, to promote the program;
- Demonstrate sensitivity to and respect for a diverse population;
- Write concisely, including grammar, spelling, sentence structure and vocabulary;
- Maintain confidentiality of information as appropriate;
- Establish and maintain effective working relationships with co-workers, community partners, department heads/elected officials, agencies and members of the public;
- Use a computer for the purposes of word processing, data entry, spreadsheets, and presentations;
- Operate common office equipment such as calculators, fax, photocopiers, and multi-line telephones;
- Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing to groups and individuals in formal and informal situations;
- Have clarity of speech and hearing which permits effective communication;
- Have sufficient manual dexterity to make handwritten notations and to use the keyboard and mouse;
- Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hard copy forms;
- Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 pounds unassisted);



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- Stand, sit, climb, balance, stoop, kneel, bend, twist, walk, crouch, squat, crawl, and reach; and
- Have sufficient personal mobility to complete field work, attend training sessions and drive a vehicle.

Special Requirements:

- Valid driver’s license and vehicle liability insurance that is at the county required level;
- Must pass a Iowa Criminal Background Check, Iowa Department of Human Services Request for Child Abuse Information Registry check and a driver’s record check;
- Completion of the required trainings within the specified time period:
 - Parents as Teachers Foundational and Model Implementation Curriculum training within the first 90 days of employment;
 - Mandatory Child and Adult Abuse training within the first six months of employment;
 - Life Skills Progression training within the first six months of employment;
 - ASQ/ASQ:SE within the first six months of employment;
 - Family Assessment Tools training within the first two weeks of employment;
 - First year Parent Educators are required to attend 20 hours of professional development. Second year Parent Educators are required to attend 15 hours of professional development and third year Parent Educators and beyond are required to attend 10 hours of professional development;
 - First aid and CPR certification.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the employer has a similar right.

Employee’s Signature

Date

Public Health Administrator

Date

The County of Monona is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.