



**Oxford Circle Early Lit. Home-Visiting Pilot: Parent Educator(s)/Home Visitor(s) Position(s). Bi-lingual in (Mandarin/Cantonese or Spanish) and English**

**POSITION DESCRIPTION:**

Based in the Oxford Circle neighborhood of Philadelphia, PA, the Oxford Circle Christian Community Development Association (OCCDA) is seeking Parent Educators/Home Visitors for our Parents as Teachers (PATs) home visiting affiliate program for children ages 0-5. The mission of OCCDA is “to extend healing and hope in the Oxford Circle community, believing that God’s purpose of reconciling all people to Jesus leads us to minister on spiritual, physical, social & economic levels.” Reporting to the PATs Affiliate Supervisor, the Parent Educator/Home Visitor is responsible for conducting home visits implementing the PATs model, emphasizing parent-child interaction, development-centered parenting and family well-being in their work with families. Utilizing the PAT Foundational Curriculum in culturally sensitive ways, the parent educator partners, facilitates and reflects with families. This is a grant funded position, 25 hrs/wk and pay is \$17.50/hr. Start May 2020

**PROGRAM OVERVIEW**

The focus of the pilot is providing infants and toddlers early literacy intervention through home visitation, parent support and ensuring access to high quality literacy and learning opportunities in the Oxford Circle community (Census Tracts 390 and 308-314.02). The Parent Educator(s) will recruit families for the pilot, schedule and enable home-visits, provide translation as needed and share information about quality pre-K programs, stars ratings and resources with families in the pilot. Additionally the Parent Educator will assist with pre and post evaluation of school readiness outcomes for participating children. The proposed pilot would prepare OCCDA to recommend an implementation plan for a community-wide (Census Tracts 390 and 308-314.02), sustainable, best practice model of early literacy support for children ages 0-5 through home visitation and parental coaching. The ultimate outcome of this project would be that children enter school ready and prepared to learn so that they are not disadvantaged from the very beginning of their education. Must be able to attend 7 days of training in June (off-site) and additional training when required.

**JOB RESPONSIBILITIES:**

1. Engage in recruitment activities
2. Complete an initial and annual family-centered assessment with each family
3. Develop, monitor and review goals with each family
4. Plan, provide and document personal visits focused on parent-child interaction, development-centered parenting and family well-being keeping fidelity with the PAT program requirement
5. Use the PAT Foundational curriculum to share research based information with families.

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## OXFORD CIRCLE CHRISTIAN COMMUNITY DEVELOPMENT ASSOCIATION

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900 East Howell Street, Philadelphia, Pennsylvania 19149

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Fax: (215) 288-8509

Website: [occcda.org](http://occcda.org)



6. Provide and plan for group connections to give families an opportunity to build social connections with each other, engage in parent-child interaction activities, and increase their knowledge of ways to support children's development.
7. Complete at least an initial and annual developmental screening and health review for each enrolled child.
8. Connect families to resources that help them reach their goals and address their needs.
9. Help parents and children transition to other services as needed, to preschool, or to kindergarten.
10. Maintain and submit in a timely way all required family and program documentation
11. Organize and inventory supplies/materials, etc.
12. Participate monthly in at least 2 hours of reflective supervision and at least 2 hours of staff meetings
13. Attend training to become a Certified Parent Educator. Obtain competency-based professional development and renew parent educator certification annually

### JOB QUALIFICATIONS:

- Preferred resident of the Oxford Circle community and interest in early childhood education.
- Must be fluent bi-lingual (Mandarin/Cantonese or Spanish) and English
- Must be available to work up to 25 hours per week, including some weekends and evenings
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful)
- Ability to establish rapport with families and empower them by building on their strengths
- Must have at least a GED or high school diploma with two years of supervised work with young children and/or parents. Bachelor or four-year degree in early childhood education, social work, health, psychology or a related field preferred
- Ability to problem solve and work under limited supervision
- Must have a car with clean current driving license
- Computer literate with ability to use google docs, Microsoft office; word, excel, power point skills
- Ability to schedule home visits and manage a schedule based on Parent/Guardian's availability

### HOW TO APPLY:

Qualified candidates are invited to submit their resume via e-mail to:  
Program Supervisor, Email: [rhonda@occcda.org](mailto:rhonda@occcda.org)

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