

**OXFORD CIRCLE CHRISTIAN COMMUNITY
DEVELOPMENT ASSOCIATION**

900 E. Howell Street, Philadelphia, PA 19149 (215) 288-8504 contact@occcda.org occcda.org



OCCDA Parents As Teachers (PAT) program
Parent Educator (English-Speaking) + Program Support
Job description

- SUPERVISOR:** PAT Supervisor (Rhonda)
- COMPENSATION:** Starting pay rate of **\$21/hr** (commensurate with experience) for **35-40** hrs/week. This is a grant funded position, subject to continuation of grant funding.
- BENEFITS:** 2 weeks paid vacation, 2 weeks sick time, accrued throughout each year, roll-over with cap.
Paid holidays (on days/hours normally worked); 3 personal days per year (prorated FTE).
Health insurance, including medical & dental coverage.
- LOCATION:** Oxford Circle neighborhood of Philadelphia, PA, 19149.

ABOUT OCCDA: 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."* Located in one of the most diverse neighborhoods in Philadelphia, our programs address the economic disadvantages families, individuals & small businesses face, and enrich our under-funded and under-performing educational systems with both in-school and out-of-school support services for academic and holistic development of children and adults.

POSITION DESCRIPTION: The *Parent Educator* (PE) is responsible for coaching parents with children ages 0-5, in the *Parents As Teachers* (PAT) curriculum, to train parents in practicing targeted Early Childhood Literacy with their children. The Parent Educator meets 1-on-1 with families (in their homes or virtually), and works with parents to develop identified skills, conducting periodic assessments to track their children's growth.

The PE will receive thorough training in the PAT model, and will be tasked with implementing PAT standards, and reporting data. The PAT philosophy emphasizes 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 parent educator also lends additional program support administratively.

Responsibilities of a Parent Educator:

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.
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. (Group Connections are monthly, sometimes in collaboration with our CLA program, and sometimes PEs facilitate a virtual/Zoom ongoing small group with a presentation.)

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7. Stay on track with completing 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 manner 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 (currently 20 hours per year) and renew parent educator certification annually.

Additional Program Support Duties: (approx 5 hrs/wk)

14. Create/update schedules and email to other PEs: (Bracken testing, Group Connection schedule, etc.)
15. Input into database: test scores (ASQ's, Bracken scores, LSPs, Piccolo, etc.); attendance (group connections); Group Connection planning guide and records as needed. Email reminders to PEs.
16. Organize PAT office and manage inventory: order supplies (books, office supplies). Check monthly if supplies are low. Keep PAT Office presentable.
17. Take Staff Meeting notes and email to PAT Supervisor.
18. Other program support duties as assigned by the PAT Supervisor.

Job Qualifications:

- Preferred resident of the Oxford Circle community and interest in Early Childhood Education
- An understanding of and a commitment to carry out the mission of Oxford Circle CCDA
- Must be available to work 35-40 hours per week, including some weekends and evenings
- Strong communication and interpersonal skills (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; strong organizational skills.
- Must have a car with clean current driving license
- Computer literate with ability to use Zoom, MS Office, Word, Excel, Powerpoint, and web-based data system.
- Ability to schedule visits (virtual or in person) and manage a schedule based on Parent/Guardian's availability (including nights and Saturdays if needed).

HOW TO APPLY:

1. Go to the job post on Indeed: _____ (we want it centralized in indeed to keep track of)
2. Any questions: contact Rhonda@occcda.org