

BABY BEAR HUGS PARENTING EDUCATOR JOB DESCRIPTION

Title: Baby Bear Hugs Parenting Educator.

Qualifications: Bachelor's degree preferred, High School graduate or equivalent and one year of relevant experience required. This is a non-exempt position.

Mission: The mission of Baby Bear Hugs is to promote positive parenting, enhance family strengths, and prevent abuse and neglect of infants and children.

Purpose:

Regional Home Visitation Program dba Baby Bear Hugs (BBH) is a 501(c)(3) non-profit organization supervised by a Board of Directors. The purpose of BBH is to provide new mothers/families with support, education, and connection to community resources. The Parenting Educator works with the family in the family's home on a one to one basis and provides a nurturing role model. BBH serves any definition of family (mother, father, legal guardian, foster parent, grandparent etc.) prenatally and with children 0 to 3 year's old, and through the appropriate process until 5 year's old.

Responsible to: The Local County Coordinator. If the County Coordinator position is vacant or the County Coordinator is not available within reasonable time frame the Program Supervisor is the contact person.

Duties:

1. Obtain referrals from County Coordinator, agencies, and other sources. Contact families to obtain participation (unless the family has already agreed to participate).
2. Deliver Bright by Three Program A, B, and C visits as per BBH protocol.
3. Deliver Ongoing visits to families, maintaining contact with assigned families, during the prenatal to 3-year age range through scheduled home visits, and telephone contacts.
 - a. Provide visits of Partners for a Healthy Baby through Ongoing visits, maintaining fidelity to the program.
 - b. Conduct 2 in-person visits per month with each family. The frequency of visits may be modified to fit family needs, but a face to face visit is required a minimum of once a month.
 - c. Provide individualized parenting education to the family. Special attention is given to childcare techniques, growth, development, and non-physical discipline.
 - d. Provide individualized support to the family by listening and developing a trusting relationship.
 - e. Provide parenting resources, expand social contacts, reduce isolation and promote the utilization of community resources.
 - f. Provide select families with Healthy Living, Nurturing Parenting, and Cavity Free at Three programs through ongoing visits.
4. Deliver Ages & Stages Developmental and Social Emotional Screenings to all families as appropriate.
5. Conduct program evaluations and family evaluations according to program protocols.
6. Encourage families to obtain an adequate level of insurance and medical care. Educate families about health insurance, health promotion and health maintenance practices when necessary.

7. Attend BBH orientation, training, staff meetings, and participate in monthly reflective supervision – all are required.
8. Participate on BBH committees as desired after one year anniversary with the program. This is encouraged but not required.
9. Maintain client and program confidentiality - required.
10. Keep written records as required by program in family files, office records, and in databases on the computer. Includes but not limited to maintaining email communication, data entry, etc.
11. Other duties as requested by the County Coordinator or the Program Supervisor.

Upon employment with BBH, all staff will present a copy of their valid driver's license and proof of Auto Insurance.

Board Approved 3/9/2015

Updated with Program Supervisor 8/2/2016