

Parent Educator
Classification Level NE 3
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

External: 5/23/2023

Hours: Up to 40/week

Apply To: Suzi Wolf

REPORTS TO: Professional Services Supervisor

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This professional delivery of service position is responsible for providing educational assistance to qualified children and their families enrolled in the Early Intervention Program. The educational experiences would occur both individually and in small groups. In addition to working with the child, this position provides parent education, supportive consultation, and acts as a liaison between the family and the community. Knowledge of and ability to work as part of a team to implement a written service plan is required.

TYPICAL RESPONSIBILITIES:

1. Coordinates assessment of children in all areas of development.
2. Designs learning environments and activities that promote the child's acquisition of skills in a variety of developmental areas such as cognitive processes, communication and social interaction in multi settings including telehealth.
3. Arranges for and monitors the timely delivery of services.
4. Supports the family and IFSP team through the Birth to 3 service delivery model used by the program.
5. Provides support and consultation to child care providers, EHS Advocates, and others in integrated childcare settings.
6. Coaches the family/ caregiver in implementing developmental activities as part of their everyday routines and leisure time activities.
7. Provide children and their families with educational instruction regarding developmental disorders.
8. Travels as needed to provide offsite services.
9. Responsible for the safety of all staff members and persons served under this position's supervision.
10. Completes assigned Strategic Action Plan work activities and Annual Performance Growth Plan.
11. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
12. Perform other duties as assigned by supervisor.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Psychology or related field, and demonstrated experience working with families.
- Verbal, written, and auditory communication skills
- Availability to work a flexible schedule.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 5/23/2023

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- Must have a valid driver's license, clean driving record, and insurance
- Must have a vehicle that KAC determines is in good working order
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- Experience working with children under age 3 with disabilities
- Sign language skills

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 25% of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 30 pounds with help, 10 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed varies depending on the location of services provided.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.