

CHAFFEE COUNTY, COLORADO POSITION DESCRIPTION

POSITION TITLE: Family Education Program **FLSA Status:** Non-exempt

DEPT/DIVISION: Department of Human Services (DHS)/ Family and Youth Initiatives (FYI)

POSITION SUMMARY:

Organize, plan and teach 12-to-16-week classes for parents and children ages 0-18, based off the Nurturing Parenting Program (NPP), <https://www.nurturingparenting.com/>. Work in partnership with parents and family members with complex needs. Building and continuing strong relationship and collaborative skills with community agencies and individuals. Use skills and knowledge of childhood development to meet the needs of clients. Provide safe and positive parent activities monthly. Work as a team player within FYI and Child Welfare to ensure families are receiving available resources to enhance their well-being and safety. Spanish speaking is desired, but not required.

ESSENTIAL DUTIES and RESPONSIBILITIES:

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The county reserves the right to modify or change the duties or essential functions of this job at any time.

- Maintain the philosophy, integrity and confidentiality of the NPP program
- Coordinate resources and work with schools, the judicial department, child welfare, faith-based organizations, mental health providers, and other organizations to ensure families are enrolled in the program and receiving needed resources
- Manage the facilitation of Nurturing Parenting Classes in Salida and/or Buena Vista. This will include implementing lesson plans and agendas based on established curriculum, direct teaching, program marketing, and participant recruitment and enrollment in classes
- Recruit, hire and train facilitators to help with the NPP class facilitation; meet with facilitators before and after sessions to help build a supportive and positive work environment to aid with facilitator retention

- Recruit and engage families to participate in parenting skills classes, and engage families in collaborative improvement processes
- Support and conduct enhanced family visits to fulfill the one-on-one component of the Nurturing Parenting Program
- Maintain and update all necessary records and reports required of this program, including maintaining up to date data entry for grants and state reporting
- Maintain communication with individuals and community organizations to recruit volunteers to help with such things as meals, child care, facilitation and support for children with disabilities
- Attend all necessary trainings this program requires
- Collaborate and work with FYI team members, including attending monthly team meetings, and working closely with the Family Partnership Specialist
- Performs other duties as required.

EXPERIENCE AND TRAINING:

Minimum Education: Bachelors in Behavioral Science Field, Education or related field. Desired 2 years' experience providing direct teaching or training and group facilitation. Knowledge of Child/Family Development and Psychology. Ability to work independently, lead and manage projects and be an effective team member. Flexible schedule necessary for parenting classes, and other evening/weekend activities. Knowledge of family programs, preferably NPP, is preferred.

REPORTING RELATIONSHIPS:

This Position Reports to: FYI Manager and Supervisor

This Position has Management responsibility for: NPP facilitators and volunteers.

EQUIPMENT USED:

Computers, telephones, copiers, fax machines, and other related office equipment, kitchen equipment including ovens, stoves, sinks, dish washers.

PHYSICAL REQUIREMENTS:

1. Ability to conduct activities involving extensive sitting.

2. Ability to lift and/or carry, push, pull burdens weighting up to 50 pounds.
3. Ability to grasp and manipulate office equipment, hand tools, and similar other tools and materials.
4. Ability to conduct activities involving stooping, kneeling/bending, crouching, twisting, and reaching on a moderate basis.
5. Ability to participate in routine conversation in person or via telephone, and distinguish telephone, printers, computers and other auditory tones.
6. Ability to distinguish small objects at near and far distances in conditions of bright or low light. Ability to distinguish depth, and see objects in a wide field of vision.

ENVIRONMENTAL CONDITIONS:

The majority of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to noise, mechanical and electrical, and other related hazards associated with an office environment.

SKILLS AND ABILITIES:

1. Ability to read and understand written materials, and compose information instruction in written form.
2. Ability to remember schedules, programs, policies and other details, and apply good time management and organization skills.
3. Ability to apply problem solving skills in developing solutions for unanticipated issues and challenges.
4. Ability to work with other people taking into consideration, among the dynamics, their needs, their personal styles, and the requirements of their jobs.
5. Ability to understand and apply organizational theories and practices in the administration of policies, practices, programs, and communications.
6. This position requires a creative, compassionate, personable, motivated, and highly organized individual capable of assisting in a variety of project activities.

7. Ability to communicate verbally and in writing in a clear and concise manner.
8. Ability to interact with the public in a professional and positive manner.
9. Ability to build positive, trusting relationships with NPP family members.
10. Knowledge of community resources for NPP families.

Employee Signature

Date

Supervisor Signature

Date