YWCA IS ON A MISSION

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empowering women
ywca

Title: Lead Parent Educator **Exempt:** NO

POSITION SUMMARY:
Under the general supervision of the Home Visiting Director, the Lead Parent Educator carries a part-time caseload utilizing the Parents as Teachers Curriculum within the Parents as Teachers program as well as supports lead coordination of Group Connections. This job is a grant funded position and is dependent upon the availability of grant funding. This position serves on the YWCA Parents as Teachers Advisory Board.

ESSENTIAL JOB FUNCTIONS:
- **Financial** – work within the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the PAT Manager.
- **Best Practices** –Implement and evaluate the Parents as Teachers Curriculum in accordance to the program and funder guidelines, meeting the requirements of the state grant and other funding sources. Observe PAT Parent Educator effectiveness 6 months after PAT FMI Training, monitor service documentation, data collection and reporting in conjunction with Maternal Health Director, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, orient and evaluate volunteers if relevant, conduct reflective supervision of Parent Educators.
- **Communication –** Aid in the coordination of monthly PAT Group Connections along with other special projects and events, Organize press releases, brochures and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS:
- Case management experience is desired.
- Event planning
- Training Certifications will be required within the first 90 days in educational programs designated by the funding contract. These include but not limited to Parents as Teachers Foundational and Model Implementation, Home Visiting Training Modules, Breastfeeding and Childbirth Trainings.

EDUCATIONAL REQUIREMENTS:
Bachelor's Degree in Early Child Development, Public Administration, Education, Social Work or related discipline.

SKILLS REQUIREMENTS:
Parent Educator/Supervisor
- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. Visit Tracker, Daxko or equivalent).
- CPR / First Aid
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Ability to train, delegate and supervise staff and volunteers
- Should be a highly organized self-starter with the ability to solve problems independently; creative, and detail oriented
- Strong leadership, management and communication skills

YWCA High Point
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High Point, NC 27262
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- Commitment to reflective supervision, data collection and continuous quality improvement
- Current Driver's License and eligible for coverage under YWCA Auto Insurance Policy
- Ability to provide one-on-one education and referrals to clients in an unbiased and nonjudgmental manner.
- Responding and resolving complex community questions and concerns
- Working with senior management
- Program planning, implementation and evaluation
- Special Event Planning

WORK ENVIRONMENT:
Is a community outreach position, which typically works in a professional office environment, provides home visits and works with community programs. Position is 40 hours a week primarily Monday through Friday between 8 am and 6 pm with some evenings and weekends required.

PHYSICAL REQUIREMENTS:
Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, and setting up rooms.

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of High Point YWCA.

_____ _____
Employee Signature **Date**

_____ _____
Executive Director's Signature **Date**

Revised 8/7/25

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