



**True To Life Foundation Life of a Child Program
Prevention Initiative/ Early Childhood Education Services
Job Description: Parent Educator/Site Coordinator**

The True To Life Foundation Life of A Child Program incorporates the Parents as Teachers (PAT)* Foundational Curriculum Model (TTL/LOC) to provide home visits, screenings, group meetings, and resource connections designed to maximize the impact parents with children zero to three. TTL/LOC Program screenings and assessments facilitate the provision and implementation of support needed to promote successful family achievement throughout the TTL/LOC Program. Parent Educators/Site Coordinators are responsible for guiding each family through individualized service plans, home visits and assessments. TTL/LOC Parent Educators/Site Coordinators work with at risk communities throughout the city of Chicago to help families identify child developmental objectives.

*As defined by the PAT National Center, Parents as Teachers is the overarching program philosophy of providing parents, throughout pregnancy until their child enters kindergarten, with child development knowledge and parenting support.

General Responsibilities:

Under the direction of Program Supervisor:

- Provide home visiting services in accordance with the True To Life Foundation LOC/PAT Program implementation guidelines. Maintain client records in accordance to the TTL/LOC Program Standards.
- Conduct case-management services including intake, developmental screenings, referrals, advocacy and emancipation.
- Facilitate groups at TTL Main Center and participating TTL/LOC Program locations.
- Keep all client documentation up to date throughout the duration of the program, i.e. visit records, immunization history, family income verification, etc.
- Attend all staff meetings, trainings and conferences required by True To Life Foundation.
- Perform other duties as assigned.

Required Skills and Qualifications:

- Bachelor's degree in Early Childhood Education, Child Development, Social Work, or a related human services field.
- At least two years' experience of successful in provision of services to children, youth and families in at risk communities.
- Must have a valid Illinois Driver's License, access to a reliable transportation and proof of auto insurance for the completion of home visits.
- Ability to work flexible hours including occasional evenings and weekends as required.
- Demonstrate written, oral communication and interpersonal skills.

Desired Skills and Qualifications:

- Competent in the delivery of social services in a community based setting.
- Resourceful in the provision of supportive aid to parents, and their children, designed to identify developmental objectives and focus on requirements to goals specified by the TTL/LOC Program.
- Demonstrated skill in problem-solving, positive relationship development and conflict resolution.
- Excellent oral and written communication skills. Experience in the art of delivering understandable, communication of concepts and directives.
- Excellent organizational and time management skills.

True To Life Foundation LOC Parent Educator/Site Coordinator Service Objectives:

- To assist families as they incorporate concepts associated with the idea “parents are the most influential first teachers of children” into their parenting behavior patterns.
- To support delivery of instruction to parents regarding age-appropriate LOC/PAT child development techniques and practices.
- To maintain awareness, fluent expression, and implementation oversight of LOC Program objectives, policies, and procedures at assigned site location.
- To conduct review sessions with parents, their children, and extended family members designed to evaluate their success in accomplishing TTL/LOC Plan objectives. Appraise the effectiveness of participant families TTL/LOC Program services and documentation as vehicles for promoting parents and their children’s advancement toward realizing stated Program family enhancement goals.
- To maintain participant data and discharge duties related to families assigned to caseload with community and other relevant resources. Complete performance and behavior compliance reports, and track data for caseload families. Maintain TTL/LOC performance standards and performs miscellaneous job-related duties as assigned.
- To assist in the process of facilitating family welfare with a focus on advancing the educational performance of parents, babies, youth, and young adults, and their family members through TTL/LOC philosophies, program implementation, training and support.
- To assess parents’ and children’s needs, then develop a case management plan under the supervision of the Parent Educator and Program Supervisor, utilizing TTL/LOC guidelines and service objectives, thereby creating a customized Individual Family Support Plan for each family in the assigned caseload.
- To assess and track parents’, and their children’s, progress in meeting the objectives of their IFSP and document identified progress in case logs. To provide parents guidance and encouragement in the form of individual and/or group counseling in mastering daily living skills that affect successful implementation of their LOC Program IFSP.
- To help mothers and fathers deal with parenting-related stress, or with troublesome relationships and/or personal problems, affecting their competence rearing children through the administration of resource referrals.
- To advise parents on how to learn, and teach to each other, behaviors and coping strategies indicative of good parenting as defined by LOC/PAT guidelines, policies, and procedures.
- To advise parents on how to teach self-management strategies, and problem-solving techniques, to their children as per LOC/PAT guidelines and procedures.
- To help parents access: supportive leadership and counsel; referral to educational enrichment experiences, mentoring; coaching; and others services as required to meet the objectives of their IFSP.
- To evaluate and report on the progress of participant parents and children, engaging in consistent dialogues with Program Supervisors regarding individual performance, identified behavioral issues, and family problems.