

Ringgold County, Iowa  
 Job Description  
 Family Education Coordinator

Job Title:	Family Education Coordinator	Supervises:	N/A
Department:	Public Health	FLSA Status:	Non-Exempt
Reports to:	Nurse Administrator	Hours:	Flexible scheduling of 32-40 hours/week

**Summary:**

Provide overall coordination of and continued successful implementation of Start-2-Soar program in Ringgold County based upon Iowa Family Support Credential Standards. Provide parent education and developmental information to caregivers through personal home visits to promote the healthy development of children from pregnancy to age 3. Certified Parent Educators utilize the nationally recognized “Parents as Teachers” curriculum as well as other evidence-based information to deliver quality home-based early childhood education, developmentally age-appropriate resources, and effective child-parent interaction techniques.

**Essential Job Duties and Responsibilities:**

*The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned including responding to an emergency event or participating in exercises to test emergency plans.*

- Acquire Parents as Teachers National Center Foundational training and ongoing continuing education as required.
- Engage, develop trust, develop relationships, and collaborate with assigned families.
- Identify and build upon family strengths and priorities.
- Plan and conduct home visits using evidence-based curriculum methods and materials.
- Educate families on child development, child nurturing, and self-care.
- Assess and provide screenings; refer to community services as needed.
- Complete public relations and recruitment aspects of the program, serving as general representative of the program to the community.
- Maintain accurate records of all personal home visits, contacts, screenings, resource connections, and data input of progress and required reports.
- Maintain client confidentiality and integrity in keeping with agency policies, practices, professional standards and program requirements.
- Knowledge and expertise of VisitTracker, DAISEY, or other data systems as needed.
- Completes time studies and grant reporting with assistance from co-workers.
- Attend community meetings as assigned.
- Annual report to Parents as Teachers National Center and quarterly progress reports to funders.
- Plan and facilitate group connections.
- Complete National Certification Exam for Family Support Workers within the first year of employment.
- Mandatory Reporter in the State of Iowa.

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### **Preferred Minimum Qualifications - (Education and Experience):**

- Two-year degree or 60 college hours in early childhood or related field with supervised experience working with young children and/or families, current licensure as a Licensed Practical Nurse (LPN) by the Iowa Board of Nursing, or minimum of at least a high school diploma or GED and a minimum of two year's previous supervised work experience with young children and/or parents.
- Must be a non-tobacco user.

### **Skills:**

- Enjoys working with young children and their families.
- Accepting of alternate perspectives or cultures.
- Proficient in basic computer knowledge and applications.
- Excellent communication skills with the ability to write reports, correspondence and maintain accurate records.
- Positive, outgoing personality, resourceful, non-judgmental, and tactful. Must be respectful, an active listener, have the ability to make positive first impression, and demonstrate compassion to others.
- Organized, works independently, problem solves, and solution oriented.
- Use appropriate methods to support and establish professional boundaries with families.

### **Physical Demands:**

- Must be capable of prolonged standing and occasional lifting up to 45 pounds. Must be able to tolerate extremes of hot and cold due to traveling. Ability to do work which involves frequent activity: walking, standing, bending, stooping, kneeling, and reaching both vertical and horizontal; driving an automobile.

### **Certificates, Licenses, Registrations:**

- Valid motor vehicle operator's license and meet minimum guidelines for agency motor vehicle record review.
- First aid/CPR certificate.
- Proof of education as listed under "Preferred Minimum Qualifications."
- Physical exam including TB testing upon hire as indicated by agency policy.

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Employee Signature

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Date

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Nurse Administrator Signature

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Date