

# HELPING SERVICES | Family Educator Job Description

**Reports To** Family Education & Support Director

**Qualifications** Full time position 1FTE. Salary will be based on experience. Classified as Exempt.

BA/BS in Social Work, Psychology, Nursing, Health Promotion, Education or related field or two year degree with commensurate years of experience. Ability to work flexible hours including evenings and weekends. Ability to travel in service area, overnight within the State of Iowa, and nationally for training. Strong oral, written and interpersonal skills. Proficient in basic computer skills. Ability to exercise good judgment in a variety of situations. EOE.

**Office Location** Decorah, Iowa

**Essential Duties and Responsibilities**

**Administrative**

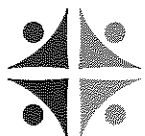
- Participate in Family Education Team monthly meetings.
- Assist in local needs assessment, strategic plan and budget.
- Participate in an annual evaluation process with Executive Director and complete annual evaluations of all Team members.

**Program**

- Promote Family Education Program to HAWC 4 county area families and community partners.
- Work with families and children birth to three, following PAT curriculum and program standards.
- Assist in identifying resource gaps in areas of Family Education & Support & developing strategies to resolve this.
- Understand how Family Education & Support relates to other disciplines and demonstrate ability to collaborate within other fields as well as working across agency program divisions.
- Understand and adapt to service changes in the field at the national, state or local level.
- Know applicable community resources and connect program participants to them as applicable.
- Attend all trainings required and maintain certifications.
- Comply with policies and procedures set by agency and program.
- Compile records and reports accurately and timely.
- Attend & participate in community partner meetings, HAWC Partnerships for Children Board Meetings and local advisories.
- Perform other duties as requested by Director.

Signature

Date



**HELPING SERVICES**  
for Youth & Families

Serving families since 1973, we are dedicated to responding to current health and safety needs of youth and families through empowerment, support, and education.