<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Family PRIDE Parent Educator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To:</td>
<td>Family PRIDE Director</td>
</tr>
<tr>
<td>Salary:</td>
<td>$33,500- $35,000</td>
</tr>
</tbody>
</table>

**Job Description**

| Job Summary | Family PRIDE Program role working with individuals and families in developing and organizing a plan of action to meet assessed service needs for pregnant women and children under school age. |

**Essential Duties and Responsibilities**

- Complete confidential grant level intake and assessment with individuals and families being served by the agency in a timely manner.
- Compile monthly records and reports (attendance, store tracking, etc.).
- Complete monthly check-ins with clients.
- Provide activities and resources for clients’ children.
- Provide educational support for clients with children up to school age including planning and organizing playgroups.
- Document case notes and share with Family Pride Director.
- Manage client community store for clients. Keep Family Pride Closet and Mom’s Corner organized.
- Provide reminders to clients about program opportunities and events.
- Define, plan, execute, and document social growth and development groups and educational workshops for pregnant and new moms.
- Complete home visits and follow-ups as required meeting client needs.
- Meet program goals within Midtown’s mission and values as well as program guidelines.
- Create a safe, friendly, and a fun environment for all participants and families by implementing a core curriculum that will allow for productive activities and positive work culture.
- May be involved in recruitment and outreach to low-income families.
- Accountable for caseload as determined by the Program Director.
- Other duties as assigned by the Program Director.

**Qualifications and Education Requirements**

- Bachelor’s degree in Social Work, Counseling, Education or related field.
- Prior experience as a caseworker, or in a community setting working with families, children, and individuals.
- Excellent verbal and written communication skills, including the ability to effectively communicate with clients and staff.
- Demonstrates commitment to leadership development, community the building, and community organizing as strategies for social change.
- Ability to work as a team, actively participate and collaborate with other Midtown staff.
- Demonstrate the ability to build rapport and relationship with all members from the Midtown community.
- Ability to maintain composure, remain objective, demonstrate sound judgment and react effectively in challenging situations.
- Flexible and adaptable to families, program and organizational changes.
- Excellent organizational skills and attention to details.
- Effectively interact with people of diverse backgrounds.
- Ability to work in a busy environment with many distractions.
- Willing to get a Class E license.
- Must be able to pass a background check.

Disclaimers
The above statements are intended to describe the general nature and level of work expected for this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Equal Opportunities
At Midtown Community Services, our goal is to be a diverse, community-based workforce that is representative, at all job levels, of the clients we serve. At Midtown Community Services we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy (including childbirth, lactation, and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law.