Job title | Family PRIDE Parent Educator  
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Reports to | Family PRIDE Director  
  
**Midtown Community Services**

Since 1982, Midtown has provided a wholesome, peaceful center where individuals, families, and especially children can be nurtured, supported, and build community together. We offer people access to connections and resources for realizing their value and full potential.

**Job purpose**

Full-time position within the Family PRIDE Program working with individuals and families in developing and organizing a plan of action to meet assessed service requirements, particularly in the areas of children and family health. Works with pregnant women, toddlers, youth, adult population and elderly.

**Duties and responsibilities**

- Completes intake and assessment with individuals and families being served by the agency in a timely manner.
- Keeps records and reports.
- Provides Monthly check-ins with clients
- Provide activities and resources for clients’ children
- Plan and organize 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
- Regularly update attendance sheet and store tracker
- Gather diaper orders and collect them from Diaper Bank
- Provide reminders to clients about program opportunities and events
- Attend useful and relevant webinars/conferences when there is an opening in schedule
- 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.
- Advocate and network outside of the agency to meet client needs.
- Meet program goals within 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.
- Outreach to low-income families and youth in the area and educate them on the programs available at Midtown.
• Accountable for caseload as determined by the Program Director.
• Other duties as assigned by the Program Director.

Qualifications
• Bachelor’s degree in Social Work, Counseling, 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 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.

Disclaimer
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.

To apply please send a resume and cover letter to Barbara Schaefer, Executive Director, bschaefer@midtownstl.org.