



A voice and a hub for the Latino community  
as we advocate on behalf of our people  
and work to achieve social justice.

## Job Description

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**Position Title:** Parents as Teachers Parent Educator

**FLSA Status:** FULL TIME, non-exempt

**Department:** Early Learning Home Visiting

**Reports to:** PAT Supervisor

**Pay Range:** \$28.85 -

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### MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community\* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

### JOB SUMMARY:

The Parent Educator uses the Parents as Teachers (PAT) model to deliver in-home education, group workshops, and case management for families in South King County with children from birth to kindergarten-age. This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice. Requires a 6-month evaluation period.

### ESSENTIAL QUALIFICATIONS:

- B.A. degree in Early Childhood Education/Child Development.
- Five years' work experience with young children and/or parents a must.
- Skilled at building rapport with individuals and families while respecting family choice and maintaining appropriate boundaries and cultural competency.
- Able to communicate in English and Spanish with program families.
- Ability to communicate effectively both in written and oral contexts.
- Experienced working with low-income families, and people of diverse ethnic and cultural backgrounds.
- Must have a car and a valid Washington driver's license and show evidence of insurability
- Must be fluent in Spanish and English

### ESSENTIAL FUNCTIONS:

- Provides twice monthly home visits to a case load of 16 families with children from birth to kindergarten-age in South King County. Home visits involve regular assessments and screenings, parent-child activities, goal setting, resource referral, and follow-up.
- Works with the Parents as Teachers/Growing and Learning Together Program team to provide monthly group workshops to families.
- Conducts culturally and linguistically appropriate outreach at organizations and other centers to recruit families.
- Attends PAT Foundational and Model Implementation trainings as well as other relevant trainings and certifications.

- Collects and tracks participant data and other information in PAT data management system, Visit Tracker, and organizational database. Complete all required reports.
- Attends regular meetings with Parents as Teachers/Growing and Learning Together team and Early Learning Programs Supervisor as well as department meetings and staff Charlas.
- Performs other duties and responsibilities as assigned.
- Performs other related duties as assigned by the PAT SUPERVISOR.

**SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office 365, Paycom, Microix, Salesforce.
- Valid driver's license required.

**WORKING CONDITIONS:**

The position includes some administration and weekly staff meetings and requires local travel for home visits. May require a flexible schedule. Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week.

- Remote work Hybrid eligible during the pandemic. ECDKR reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

**PHYSICAL REQUIREMENTS:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop, or laptop computer
- Ability to lift to 50 lbs.; training will be provided
- Ability to coordinate and distribute basic needs items to families in caseload
- Must be able to work with low-income families from a variety of ethnic and cultural backgrounds.
- Must be flexible, and able to work in a variety of home settings.
- Must be able to maintain confidentiality regarding program families.
- Must be able to work in the field independently, without direct supervision.
- Must be able to communicate effectively in written English.
- Presents a professional manner and appearance.

**NOTES AND SPECIAL REQUIREMENTS**

This position requires a background check. The above duties or working procedures describe the chief function of the job and are not considered a detailed description of every duty of the job. The position requires a 6-month probationary/evaluation period.

**Equal Employment Opportunity and Accommodation Statement:**

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color,



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religion, age, sex, national origin, disability status, genetics,  
protected veteran status, sexual orientation, gender identity or  
expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement,  
promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Qualified individuals must be able to perform the essential duties of the position with or without  
accommodation. A qualified person with a disability may request a modification or adjustment to the job  
or work environment to meet the requirements of the position. El Centro de la Raza would attempt to  
satisfy requests if the accommodation needed is a reasonable and no undue hardship would result.

**El Centro de la Raza offers the following benefits to full-time:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment;  
eligible for employer contribution after first year of employment with El Centro.
- 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave  
after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of  
employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established by El Centro de la Raza + 5 days paid time off during the  
last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief  
and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

**Covid-19 Vaccination Requirement:**

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully  
vaccinated against COVID-19. As a public entity interacting with the public, all our staff must be  
vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file

REV: 01/2022