



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

Position Title: PAT Parent Educator Supervisor

FLSA Status: FULL TIME - EXEMPT

Department: Early Learning Home Visiting

Reports to: Maria Miranda – ELVH Director

Pay Range: \$65,000-\$72,000

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 Supervisor spends 75% of their time performing supervisory duties supervising 5 Parent Educators and 25% of their time performing Data Management related tasks.

ESSENTIAL QUALIFICATIONS:

- Bilingual Spanish/English both written and oral fluency.
- B.A. Degree in Social Work, Early Childhood Development or relevant field.
- A minimum of 5 years of work experience.
- Ability to communicate effectively both in written and oral contexts.
- Excellent use of virtual and data tracking platforms, and Office 365 Microsoft computer software.
- Must have strong interpersonal skills.
- Familiarity with Latino community and/or diverse communities.
- Must have a Washington State Driver's License, vehicle, and proof of insurability.
- Must be able to work flexible hours, including evenings and weekends, as the position requires.

ESSENTIAL FUNCTIONS:

- Support Parent Educators (PEs) to ensure they provide high quality home visits to program participants in accordance to PAT Essential Requirements and PAT Quality Standards. Ensure parents are acquiring and strengthening effective parenting skills and that PEs are guiding parents in developing appropriate knowledge to effectively advocate for their children.
- Support PEs to encourage learning and the fostering of nurturing bonds between parents and their children, specifically by providing parental support in accessing quality early childhood education and preparing children for kindergarten.
- Provide at least 2 hours monthly of individual Reflective Supervision to each PE.
- Conduct at least 2 hours monthly of staff meetings that cover administrative issues and provide opportunities for review of implementation data, case discussion, peer support and skill building.
- Maintain a caseload of one family and provide twice-monthly home visits to families with children from birth to kindergarten-age. Home visits involve regular assessments and screenings, parent-child activities, goal setting, resource referral, and follow-up.
- Organize with staff to provide monthly parent education workshops. Ensure workshops provide high level comprehension and participation among participants and support increased parent knowledge of topic areas.

- Review participant files for accuracy; ensure Visit Tracker and Salesforce information is regularly updated by Parent Educators.
- Develop and provide outreach and referral services to qualifying families as required.
- Prepare and submit weekly program updates for the Department Director.
- Conduct culturally and linguistically appropriate outreach at organizations and other centers to recruit families.
- Monitor service documentation, data collection and reporting.
- Facilitate continuous quality improvement through twice-annual CQI projects.
- Monitor pick-up and distribution of Westside Baby items.
- Participate in mandatory program trainings.
- Provide a monthly narrative of program performance report for Board of Directors.
- Prepare monthly program invoices and required reports.
- Ensure staff has access to necessary technology, workspace and supplies to effectively fulfill their responsibilities.
- Other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Ability to work Virtually.
- Ability to work under pressure and meet deadlines.
- Ability to develop strong relationships with parents and their children.
- Ability to work well in a multi-cultural environment.
- Ability to work well with a diverse group of people.
- Ability to promote self-sufficiency with participants.
- Ability to work in collaboration.
- Must be able to maintain confidentiality on clients' documents.
- Must be highly organized, self-motivated, multi-tasked, self-directed, and detail-oriented.
- Attends staff meetings as required.
- Performs other duties and responsibilities as assigned.

WORKING CONDITIONS:

Works in a general office environment and in the field for home visits a minimum of 40 hours per week. May require a flexible schedule to attend program events and outreach. The Director must approve all mileage reimbursements.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, lift up to 50 pounds (training will be provided), pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer



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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, 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 in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time/part-time staff:

- Medical, Vision, and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; with option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution after the first year of employment with El Centro. In addition, employees may elect to contribute to the 401(k) Plan after 6 months of employment.
- 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.
- Qualifying employees may also be eligible for a quarterly Remote Work Stipend to help with costs of working from home.
- 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.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021

