POSITION DESCRIPTION

TITLE: Prenatal and Parenting Educator

ORGANIZATIONAL UNIT:
Catholic Social Services – Community Based Services Division

MAJOR RESPONSIBILITIES:
Develop, recruit and facilitate prenatal and parenting programs and services for families served within the Bucks County community utilizing a Family Strengthening Framework.

SUPERVISION RECEIVED:
Directly from the Administrator of Catholic Social Services at the Bucks County Family Center.

SUPERVISION GIVEN:
Upon Supervisor’s approval, may supervise student interns and/or volunteers.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Develop, recruit and facilitate prenatal and parenting educative and supportive programs by utilizing evidenced based curricula such as Parents as Teachers, Partners for a Healthy Baby, Parent Café and Strengthening Families while embracing a Family Strengthening framework throughout service delivery.

2. Provide Case Management services to pregnant women identified as having stressors that could potentially interfere with a healthy full term birth of the baby. Supportive services include completing a full assessment, attending prenatal visits and home visits, and identifying goals to assist the parent with throughout her pregnancy and during the first year of life.

3. Screen, schedule and deliver diaper bank services as needed for those in need.

4. Work collaboratively with other community organizations in providing programming to address the needs of individuals/families experiencing prenatal and/or parenting needs.

5. Maintain weekly documentation of services and maintain client records in an organized manner utilizing the Harmony database or other assigned computer database. Provide monthly/quarterly service reports of group statistics and outcomes to CSS Administrator.

6. Complete and submit all Real Alternative paperwork into the system weekly and maintain organized confidential files for eligible clients participating in the program.

7. Actively participate in Real Alternatives and all contractual funded programs’ meetings/conferences/trainings.
8. Participate in monthly staff meetings, weekly supervision, and CSS trainings as well as required trainings of funders.

9. Other tasks and duties assigned by the CSS Administrator which may include but not limited to programs outside of pregnancy/parenting services.

REPRESENTATIVE KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of and orientation to the philosophy of the agency as presented in the mission statement.

- Strict adherence to the Archdiocesan position on abortion and contraception.

- Requires minimum or BSW or related degree with 1-3 years of experience.

- Requires interest/experience in crisis pregnancy, teen pregnancy, child welfare, parenting education, etc.

- Ability to maintain a professional partnership with clients and community organizations at all times.

- Requires a PA driver’s license and insured vehicle.

- Requires traveling to other Catholic Social Services locations as well as local agencies including Mother Bachman Maternity Center, Women, Infants and Children (WIC) Offices and other agency collaborations.

- Some evening hours are required.