



**JOB TITLE:** BILINGUAL FFN PROVIDER EDUCATOR    **STATUS:** Full-Time Non-Exempt

**Job: Code:** FM-0325

**Date:** March 2025

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The Family, Friends, and Neighbors (FFN) Provider Educator supports individuals in our community who are providing informal childcare for children ages birth to 5. These may be grandparents, family members, or other community members. The Provider Educator will build strong relationships with the providers to support their understanding of child development, positive discipline, and health and safety. They will support the provider in learning how to create a safe, age-appropriate setting for the children in their care, and by providing activities and materials to enhance the environment. They will also work closely with local and state partners to create a provider network and to support providers in advocacy for FFN care. Our FFN program is an important component of the community support that Imprints Cares provides to nurture children for lifelong success.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Implement the Parents as Teachers *Supporting Care Providers Through Personal Visits* curriculum in accordance with model fidelity.
- Build and maintain a full caseload of care providers, creating engaging relationships that promote positive interactions and open communication.
- Deliver 2 home/site visits a month to each enrolled provider.
- Provide information on positive discipline, child development, nutrition, and other developmental topics as applicable.
- Support care providers in setting and achieving goals.
- Provide information about appropriate community resources and help the provider overcome barriers in connecting with these resources.
- Conduct screenings and assessments with the children and providers; these may include but are not limited to the Ages and Stage Questionnaire, the Bracken School Readiness Assessment, the PHQ-9, and the CHELLO.
- Share screening results with the provider and the child's parent; create an action plan based on the results, which may include referrals to early intervention.
- Maintain detailed timely notes about the services provided in the Visit Tracker data system; update the file after each visit.
- Work effectively with the FFN team to deliver 4 Provider Connection group meetings and 8 Play and Learn events each year.
- Collaborate with community partners to promote outreach/educational opportunities and represent Imprints Cares at community meetings and events.
- Work with multiple FFN and Home-Based Childcare (HBCC) efforts to strengthen our provider network and to support FFN advocacy at the local and state levels.



### **GENERAL:**

- Advocates for the mission of Imprints Cares and represents the organization in a professional manner.
- Commitment to professional development, maintaining best practices, and is guided in all work by Imprints Cares' mission, vision, and core values.
- Team player but also adept at working independently, meeting job specific expectations and timelines.
- Adheres to Imprints Cares' policies and procedures.
- Able to lift 20 pounds on a regular basis.
- Must have reliable daily transportation for completing home visits; work related mileage is reimbursed at the IRS standard rate.
- Other relevant duties may be assigned as needed.

### **MINIMUM QUALIFICATIONS:**

#### **ATTRIBUTES:**

- Adept at leading meaningful conversations; experience with motivational interviewing a plus.
- Comfortable working with diverse populations, respecting the values and cultures of individuals in a non-judgmental way.
- Strong verbal and written communication skills
- Proficient in computer skills and able to use a variety of computer systems.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in child development, sociology, education, psychology, or a related human services field.
- Fluent in spoken and written English and Spanish.
- At least two years of supervised work experience with young children, parents, and/or childcare providers.
- Successful completion of the Parents as Teachers training within 90 days of hire.

### **REPORTING RELATIONSHIP:**

The FFN Provider Educator will report directly to the Assistant Director of Parents as Teachers, with a secondary reporting responsibility to the Director of Parents as Teachers.