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**Position Title**: Parent Educator – Military Family Specialist

**Organization**: Jewish Family Service of San Diego

**Position Type**: Full time, non-exempt, 37.50 hours per week.

**Salary:** $20-24/Hour

**Benefits**: This full time position includes a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous holiday benefits.

**Position Overview**

This position will work specifically to outreach and engage military families enrolled in the Positive Parenting Program. The Positive Parenting Program is an evidence-based curricula. The Military Specialist will work collaboratively with other parent education staff to foster a team environment and meet overall goals of the program, while also taking the lead in building specific connections to military service providers, Head Starts with high populations of military families, and directly to military families with young children.

*PRIMARY ACCOUNTABILITIES AND JOB TASKS:*

**1. Provide parenting skills instruction adhering to Triple P curriculum**

1. Conduct Prevention and Early Intervention Parent Education classes. This includes Selected Triple P, Primary Care and Group series in Head Start sites and community locations as assigned, with a focus on military families as a target population
2. Maintain current and accurate versions of required paperwork
3. Submit all paperwork and evaluation data according to deadlines
4. Outreach to and engage with military families appropriate to the program
5. Military outreach

**2. Encourage opportunities for overall wellness with parent participants**

1. Evaluate the need for additional resources and make referrals for mental health treatment or other necessary supports to encourage overall wellness in consultation with Program Supervisor
2. Seek resources that match the needs of participants, attend meetings and participate in collaborative opportunities for resource sharing and networking
3. Demonstrate ability to maintain confidentiality for staff, clients, the agency and the community, as appropriate
4. Act accordingly as a mandated reporter, within the legal time frame appropriate for reporting suspected child abuse activity; and assist at the school level in reporting suspected child abuse activity to County authorities

**3. Work as a team to meet all program goals**

1. Be present and actively participate at staff meetings
2. Attend trainings and seek opportunities to learn about topics that will enhance parent skills instruction
3. Demonstrate ability to organize time and activities, complete assignments on time, and arrive on time for assignments
4. Maintain knowledge and awareness of current program procedures
5. Share resources, best practices and lessons learned with other team members to improve the overall program benefit to families

**Qualifications:**

Education/Certification/Professional License:

* Personal lived experience in military family life is preferred in this position
* A Bachelor’s Degree in child development, social work, or early childhood education and/or higher education or equivalent experience is required
* Must be knowledgeable in the field of human services
* Must have experience working with children/ family services within the previous five years and be capable of establishing immediate rapport with clients
* Ability to obtain formal recognition as a Triple P provider in Selected Primary Care and Group Triple P
* Must have reliable transportation
* Must be available to work evenings and possibly weekends
* Must pass pre-employment background check(s) and TB test

**Position Requirements**

The ideal candidate will have:

* Personal lived experience in military family life is preferred in this position
* The position requires regular travel around the County of San Diego
* Classes are often taught in the evenings and evening availability is expected on an ongoing basis
* Comfort with public speaking is critical
* Sensitivity to cultural differences present in the organization’s/ program’s service population

Language Skills:

* Fluent in English, including ability to read, write and speak on the telephone in English
* Demonstrated experience and comfort with public speaking and presenting to groups in English
* Good to excellent spelling, grammar and written communication skills
* Excellent telephone and oral communication skills
* Ability to read and interpret documents such as memos, general clerical documents, project and grant reports, safety rules, instruction booklets and manuals
* Ability to write well (e.g., memos, reports, e-mails, agendas, minutes)

Mathematical Skills:

* Ability to add, subtract, multiply, and divide all units of measurement using whole numbers, common fractions and decimals
* Ability to analyze data

Reasoning Skills:

* Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority
* Ability to deal with problems involving several variables

Computer Skills:

* Proficiency in Word, Excel and Outlook
* Ability to write clear concise e-mails

**Contact Information**

To be considered for this position, please email your cover letter (with salary requirements) and resume to [resume@jfssd.org](mailto:resume@jfssd.org). Please, principals only. Please, no phone calls or follow-up emails.

**About Jewish Family Services of San Diego**

Jewish Family Service of San Diego is a client-centered, impact-driven organization working to build a stronger, more resilient community.  For nearly 100 years, Jewish Family Service has been a trusted resource for the entire community, offering an array of services that are always life-changing, and often life-saving.  At Jewish Family Service, we believe our employees are the backbone of our Agency. Our goal is your success. Come work at JFS and be our partner in Moving Forward Together.

For the eighth consecutive year, JFS has earned a coveted 4-star rating from Charity Navigator, America’s largest independent charity evaluator that highlights the work of efficient, ethical and open charities. We encourage you to learn more at [www.jfssd.org](http://www.jfssd.org/).