**Position Title**: CSF Parent Educator

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

**Position Type**: Part-Time (between 2.5-7.5 hours per week)

**Salary/Wage:** $19.00 – 21.00/ Hour

**Location:** Remote work at a National City school site, main office is in Kearny Mesa

**Position Overview**

The Parent Educator provides parenting skills classes using a specified curriculum, evaluates the need for treatment-level referrals for families, and utilizes the appropriate paperwork.

Primary duties of this position include:

* Conduct Parent Education classes in community locations adhering to the Systematic Training for Effective Parenting (STEP) curriculum
* Maintain current and accurate versions of required paperwork
* Submit all paperwork and evaluation data according to deadlines
* Demonstrate ability to maintain confidentiality for staff, clients, and the agency, as appropriate
* Demonstrate ability to organize time and activities, complete assignments on time, and arrive on time for assignments
* Working as part of a diverse team, to support parents with children of all ages
* Be present and actively participate at staff meetings
* Act as a mandated reporter and follow child abuse reporting guidelines

**Position Requirements**

**The ideal candidate will have or be:**

* Bachelor of Arts degree in a related field, Master’s preferred (Social Work, Psychology, Human Development, Education, etc.)
* Experience working in the areas of child and adult development
* Experience teaching or presenting to groups, previous experience teaching parenting classes a plus
* Must have experience working within children/family services within the previous three years and be capable of establishing immediate rapport with parents
* Must be available to regularly work Tuesday, Wednesday and/or Thursday evenings
* Demonstrated ability to learn/teach evidence based parenting curricula is preferred
* Sensitivity to cultural differences present in the organization’s/program’s service population is essential
* Very comfortable using email for regular communication
* Must speak/read/write English proficiently
* Must be able to submit timesheets using online timesheet system
* Must have reliable transportation
* Must pass pre-employment background check(s)

**Additional Information**

* While performing the duties, the employee is regularly required to sit, talk, listen, frequently stand, walk, type, handle papers, and reach for phone
* The employee may need to climb, balance, stoop, kneel, crouch and also occasionally lift and /or move up to 25 pounds
* Noise level is moderate, so concentration and good hearing are required

**Contact Information**

To be considered, please email your cover letter (including salary requirement) and resume to resume4321@jfssd.org. Be sure to include the position title in the subject line. Please, principals only. Please, no follow-up phone calls or emails.

**About Jewish Family Service 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.  We strive to ensure that each employee is treated with dignity and respect.  Our goal is your success.  Come work at JFS and be our partner in *Moving Forward Together*.  To learn more about JFS, please visit jfssd.org.

