



JOB VACANCY

Parent Educator

April 2017

Location: Central Islip, NY 11722

EAC Network seeks a Parent Educator to work part time, including evening and weekend hours, in its Long Island Parenting Institute, located in Suffolk County. The Parent Educator will provide in-home and office based parent education classes and meet with parents individually as needed. The Parent Educator will represent EAC NETWORK's Long Island Parenting Institute (LIPI) at community events when needed. The position is available immediately for up to five hours per week (as needed). All qualified applicants will be afforded equal opportunities without discrimination because of race, color, religion, national origin, marital status, sex, age, sexual orientation, gender identity, disability, or protected veteran status. EAC is an EOE. **Candidates are encouraged to view agency Web site at www.eac-network.org**

RESPONSIBILITIES:

- Will provide training to parents of high risk children following approved program curricula and ancillary instructional material.
- Maintain progress notes, provide regular contact and updates with clients and supervisor.
- Responsible for correspondence to confirm participation for mandated clients.
- Communicate with DSS and the courts to report on progress of mandated clients.
- Conduct parenting sessions within the community and client's homes.
- Correspond with AFY Case Managers for case review and collaboration when necessary.
- Work evenings and weekends as required.

QUALIFICATIONS:

- Bachelor's degree in human or social sciences required.
- Must have two years of experience in Human Services or working with children, including experience with families in crisis.
- Must have good communication skills, both oral and written.
- Must have ability to work cooperatively with Department of Social Services and domestic violence agency professionals and other professionals interfacing with program clients.
- Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, calendar, email and/or database software necessary to perform work assignments.
- Must have access to automobile and possess valid New York State Driver's License.

E-mail resume/cover letter to: employment@eacinc.org