



Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Family Well Being** Division! Go to our job board to apply: [job board](#)

The Parent Educator job at a glance

General Summary

Parent Educators implement the Parents as Teachers (PAT) curriculum model, emphasizes parent-child interaction, development-centered parenting and family well-being in their work with families. Utilizing the PAT Foundational Curriculum in culturally sensitive ways, the Parent Educator partners, facilitates and reflects with families. The CCRC Home Visiting programs use a family-centered and strength-based model that values the participant as the authority on her/his own experience and as fully capable of fulfilling her/his own potential for growth. Program participants may be experiencing the following: domestic violence, homelessness, mental health issues, coping with a special needs diagnosis, and Department of Children and Family Services (DCFS) involvement. Under the direction and supervision of the Home Visiting Program Supervisor, the Parent Educator is responsible for conducting home visits, completing assessments, processing data entry, and providing primary parent education in the areas of breastfeeding, attachment, child development, family well-being, and home safety per funder and curriculum affiliate requirements. Parent Educators link program to participants to community resources and conduct monthly socializations as required.

Core Benefits!

- **Field-based** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
 - CCRC **covers approximately 90-100% of employee and dependent** medical and dental coverage, and **90%** vision coverage!
 - There are a variety of medical and dental plans offered, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
 - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1st 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

The Details of the Job:

Essential Duties And Responsibilities

Within a team environment, this position will perform the following responsibilities:

Family Engagement (40%)

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- Plan, provide, and document home visits focused on parent-child interaction, development-centered parenting and program objectives in accordance with the Parents as Teachers curriculum, and the activities approved in the program contract such as completing screenings/assessments. Develop, monitor, and review goals with each family as well as link families to local resources.

Data Entry (35%)

- Collect, enter, maintain and report data accurately and on time.

Group Interactions (10%)

- Provide monthly group activities that give program participants an opportunity to build connections, engage in parent-child interaction activities, and increase their knowledge of ways to support children's growth.

Meetings and Reflective Supervision (5%)

- Participate in at least two hours of individual reflective supervision and at least two hours of staff meetings monthly.

Professional Development (5%)

- Attend mandatory funder, curriculum affiliate, and agency required trainings.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Organize and inventory supplies/materials, etc.
- Obtain competency-based professional development and renew Parent Educator certification as required by grant funding.
- Participate in continuous quality improvement as needed.
- Engage in participant recruitment activities, as applicable.
- Keep up to date with child development literature, research, and trends in the business and politics of early care and education.
- Prepare oral and written reports as needed.
- Represent CCRC at community events including, but not limited to, CCRC sponsored events, community outreaches, Best Start meetings, and Special Planning Area meetings.
- Perform mentoring duties as assigned.
- Other duties as assigned.

Job Specifications

Minimum Required

- **Education:** High School diploma or equivalent required.
- **Experience:** Minimum of two (2) years of experience working with young children and/or parents.
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
 - Intermediate proficiency level using Microsoft Excel, Word, PowerPoint, Outlook and video conferencing tools including Zoom and Microsoft Teams.
 - Complete annually required competency-based professional development hours in order to remain certified in Parents as Teachers curriculum.
- **Bilingual Required:** n/a
- **Behavioral:**
 - Ability to assess families across a broad spectrum of areas, recognizing professional boundaries and the need for consultation from other disciplines.
 - Ability to establish professional relationships with program participants while supporting their progress toward program objectives.

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- Ability to work independently and be self-motivated.
 - Accept full responsibility for self and contribution as a team member and present themselves as a credible representative of the agency.
 - Maintain professional standards by providing consistent and high-quality service delivery.
 - Effectively transfer thoughts and express ideas verbally and in writing to individuals and in a group setting.
 - Knowledge of best practices in working with adults as well as knowledge of infant, toddler, and child development; child health requirements; and early childhood education best practices.
 - Knowledgeable about local resources and ability to refer families to appropriate agencies.
 - Maintain a sense of purpose, value and ownership of work and anticipates and prepare for chosen courses of action.
 - Recognize and take independent action to solve problems.
 - Seek out new responsibilities, act on opportunities, generate new ideas, and practice self-development.
 - Strong organizational and record keeping skills.
 - Understand one's job duties and responsibilities, keep job knowledge current, and utilize necessary skills to complete work assignments.
 - Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
 - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
 - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.
 - Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
 - Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 25% of travel. Will consist of travel to and from client homes, agency locations and regional external clients for trainings. Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required. **Work Schedule:** Full time, typically M-F, ability to at times work a non-traditional work schedule including early mornings, late evenings and weekends.
 - **Work environment:** Mixture of working in an office work environment and working directly with the community. Willingness to work in a traditional setting (i.e. office, full-time remote setting, and/or hybrid schedule (office & remote work).
 - **Background & Health Clearance Requirements**
 - **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting.
 - Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
 - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).

- **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
- **MVR / DMV clearance** in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
- **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
- **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
- **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)

Preferred

All minimum requirements above met, plus:

- **Education:**
 - Bachelor or four-year degree in early childhood education, social work, psychology, or a related field.
 - Six or more units of infant/toddler development course work.
- **Experience:**
 - Greater than two (2) years of experience working with young children and/or parents in Child Development, Early Childhood Education, Home Visiting, or Head Start.
 - Supervised experience working with young children and/or parents.
 - Experience with infant and toddlers.
 - Lactation educator knowledge and/or experience or willingness to be trained preferred.
 - Familiarity with crisis response protocols and the effects of various challenging circumstances on child development, parenting, and family functioning or willingness to be trained preferred.
 - Infant massage educator knowledge and/or experience or willingness to be trained preferred.
- **Professional/Technical Certifications:**
 - Certified Lactation Educator (CLE) or Certified Lactation Counselor (CLC) preferred.
- **Bilingual preferred.** Ability to converse, read, write and/or translate in English and Spanish

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Crouching: Bending the body downward and forward by bending the leg and spine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grasping: Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing: Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking: Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Notices

Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation

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information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at Recruiting@ccrcca.org.

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