

900 Jordan Street

Shreveport, LA 71101

**(318) 425-4413**

Fax (318) 227-0208

[**www.vyjla.org**](http://www.vyjla.org/)

**FRC (FAMILY RESOURCE CENTER)**

**FAMILY EDUCATION TRAINER**

**JOB DESCRIPTION**

**Position Title:** FRC Family Education Trainer

**Program/Department:** FRC

**Immediate Supervisor:** FRC Family Education Coordinator

**Work Schedule:** Full time

**Benefits:** Employee Health/Dental/Vision insurance and retirement plan

**DESCRIPTION:** The FRC Family Education Trainer is responsible for providing interactive parenting education to clients referred to the agency by addressing the client’s personal family needs as well as educating the client on the Nurturing Parenting and TBRI® curriculum. The trainer will work closely with the parent to ensure that the client is progressing on their case plan and absorbing the material. Additionally, life-skill building and in-home assistance with implementation of parenting skills may be required.

**JOB Responsibilities include, but are not limited to, the following:**

* Must promote a positive/professional attitude to all Volunteers for Youth Justice employees, volunteers, business partners and clients.
* Implement a designated parent education curriculum model and work with parents to support and enhance their role with children.
* Responsible for scheduling and coordinating all parenting classes through the FRC in conjunction with the FRC Family Education Coordinator.
* Responsible for following up with agencies on all parenting classes referrals and reaching out to parents for scheduling of classes.
* Reach out to parents and model activities from the curriculum for the parent to engage with their children in order to support growth, development and education.
* Provide in-house supportive serves to parents and families on a short-term basis, as appropriate, and under the supervision of the FRC Family Education Coordinator.
* Make referrals to outside agencies and follow up on referrals, as appropriate.
* Ensure agency compliance with all contractual and audit requirements.
* Implement informational seminars and support service sessions for parents which promote positive family relationships, address parental concerns, disseminate information, and provide a comfortable forum for parents to share and receive support and feedback.
* Complete intake and complete paperwork and documentation of eligibility for Head Start, subsidized child care, and all other programs to assist parents in caring for their children.
* Exhibit sensitivity to parent/family/community needs by providing supportive services and helping families through family education and effective child-parent interaction techniques
* Collect data, conduct surveys and track attendance, participation and program specifics for evaluation purposes.
* Must maintain knowledge of available community resources.
* Develop appropriate strategies and support to parents/families and the staff working with them. Strategies may include working closely with other programs to provide referrals for additional services.
* Plan, coordinate and conduct appropriate group/community meetings, parent groups, workshops and meetings to coordinate program services.
* Conduct outreach throughout the parishes to provide community/parent resources and increase program participation
* Other duties as deemed necessary and appropriate by the Family Education Coordinator and FRC Director

**Qualifications:**

* Bachelor’s Degree preferred or equivalent work experience in education, social work, or related field.
* Ability to work with a culturally and economically diverse population.
* Strong written and oral communication skills and the ability to effectively communicate with all parties including individual and group settings.
* Must have strong interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful).
* Ability to document and record case-relevant case log notes.
* Must complete Nurturing Parenting and TBRI® Practitioner Training as it comes available.