



## Family Educator Assistant Job Description

Title:	Family Educator Assistant
Reports to:	Family Educator Coordinator, Mountain Resource Center
Status:	Part-Time Non-Exempt
Hours:	20 Hours/Week
Pay:	\$16/Hour

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**Mission:** We strengthen our community with services that empower people.

**Vision:** Inspiring Hope, Resilience & Independence.

**Scope:** Mountain Resource Center is a community-based non-profit organization that provides bundled services and integrated case management to families in need. Our “Inspiring Hope, Resilience & Independence” vision provides accessible health and human services to people living in Conifer, Evergreen, Bailey, and surrounding communities to foster more self-reliant and healthier lives.

**Position Summary:** The Family Educator Assistant will provide support in the Family Education Program by helping to engage children in weekly programming, planning and set up for the classroom, and providing support during weekly Summer Camp programming. Additionally, the family educator assistant will provide Benefit Application assistance to family clients including but not limited to SNAP, LEAP, Medicaid, and other appropriate services. Responsibilities will also include shifts at the front desk phones.

### Essential Functions

- The family educator will facilitate the children’s portion of programming for Incredible Years, Circle of Parents, Outdoor Adventures, and Summer Camp. This includes engaging children in weekly programming, planning and set up for the classroom, and assisting with needs of weekly programming for the family education program.
- The family educator assistant will provide support to families through case management, including SNAP, LEAP, and Medicaid application assistance, updating, and administering the Colorado Family Support Assessment (CFSA). Providing families with referrals for MRC programming and partner agencies.
- Maintain data entry of all necessary information on families served in Salesforce database.

- Provide referrals to partner organizations in the community. Including, but not limited to, medical, dental, mental health services, and/or other educational programs that serve families.
- Answer the telephone, direct callers to the appropriate person, take messages as appropriate, and welcome and greet all visitors to the Center.
- Maintain a clear understanding of the various program areas, activities and events being held at and by MRC. Stay current with relevant community resources.
- Maintain strict confidentiality of clients' information.
- Work independently with minimal supervision.
- Participate in continuous quality improvement.
- Maintain and submit, in a timely way, all required family and program documentation.
- Organize and inventory supplies/materials, etc.
- Participate in staff meetings with Family Educators weekly.
- Partner with other departments in providing agency wide programs.
- Support agency outreach programs and collaborate to market early childhood programs.

### **Knowledge, Skills, Abilities and Accountabilities**

The Family Educator Assistant demonstrates the following:

- Dedication to working with 0-10 aged children.
- Ability to engage children in group discussions and other activities.
- Strong communication skills, both verbal and written
- Excellent telephone etiquette
- Organizational skills
- Creativity and flexibility
- Ability to follow through with assigned duties.
- Strong communication skills, both verbal and written
- Ability to multi-task, problem solve and work in a team.
- Willingness to accept feedback and adapt accordingly.
- Flexibility and ability to adapt to changing circumstances.
- Excellent computer skills, including Microsoft Office Suite
- Participation as an MRC team player by attending staff meetings and other organizational events and willingness to share knowledge and skills with others.
- A professional, positive, and polite attitude and relationship with other MRC employees, volunteers, clients, and customers
- Understanding and agreement to follow all policies, procedures & protocols as set forth in the MRC Employee Handbook, MRC Employment Policies Manual and other directives.
- Conformance to a drug-free workplace, not be under the influence of alcohol and/or other drugs.
- All the responsibilities require presenting a professional caring image to the public and consumers of Mountain Resource Center, both in person and over the phone

### Credentials, Experience and Qualifications

- Preferred Bachelor's Degree in Early Childhood Education, social work, health, psychology, or related field.
- High School Diploma and some experience in working with children and parents.
- Years of experience may be substituted for education.
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathic, patient, tactful)
- Ability to establish rapport with families and empower them by building on their strengths.
- Strong organizational and record keeping skills.
- Ability to work independently and be self-motivated (often in the field)
- Computer skills; including web browsing, email, internet, and word-processing.
- Proof of vaccination for COVID-19
- Proof and maintenance of proper legal authorization to work in the United States

### Compensation/Benefits

- Generous PTO
- Paid Sick Leave
- Short-term and long-term disability
- Life insurance benefits
- 401k with match

Please send resume and cover letter to Chris Johnson at [chris@mrcco.org](mailto:chris@mrcco.org). No phone calls please.

***Mountain Resource Center is an equal opportunity employer and prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, ethnic origin, economic status, marital or familial status, disability, military status, genetic information, ancestry, creed, gender identity, and sexual orientation, or any other status protected by applicable federal, state or local law.***

***Mountain Resource Center vows to be anti-racist and foster an environment of mutual respect and acceptance. Mountain Resource Center's values and centers its work on,***

***•Empowering change •Embracing differences •Understanding and challenging systemic inequities •Achieving equitable outcomes for all communities •Supporting and encouraging personal and professional growth •Cultivating diversity •Valuing individual stories***