



ALU LIKE, Inc.

**JOB VACANCY ANNOUNCEMENT 11-016
(INTERNAL/EXTERNAL)**

POSITION TITLE: PROGRAM SPECIALIST I (Parent Educator I)
REPORTS TO: ADMINISTRATOR
DEPARTMENT/PROGRAM: HO`OKAHUA/PULAMA I NA KEIKI

Job Summary.

Under the supervision of the Administrator, this position works with families of Native Hawaiian children prenatally through age 5 in 1-1 and small group visits and special group activities.

Duties and Responsibilities.

PARENT EDUCATION (80%):

1. Plans and conducts individual and small group visits to develop and maintain active, collaborative relationships with assigned families.
2. Identifies family strengths, concerns and interests to develop family education-related goals.
3. Uses curriculum-based information, techniques and activities to share information and demonstrate skills related to children's early learning and development.
4. Maintains and reports on case information, data and records for quality management and evaluation.
5. Presents situations needing special attention to Administrator.
6. Refers families to community services and activities as needed.
7. As authorized, provides occasional company or commercial transportation necessary for parents to obtain services related to program purposes.
8. Schedules and conducts intake interviews as assigned.

PROGRAM SUPPORT (15%):

9. Gathers information on community services and activities for recruitment and referral.
10. Assists in orienting and training new employees.

OTHER (5%):

11. Maintains Home Visiting CDA certification.
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Interaction.

Frequent and intense contact with families and staff team. Occasional contact with agencies, community groups and the public.

Required Job Requirements.

Education and Experience

1. Associate Degree in Early Childhood Education, Human Services, Social Work, Public Health, Maternal and Child Health, Human Development, Psychology, or related field, **and**
2. Two (2) years of paid related experience.

Substitution

1. High School diploma or equivalent **and**
2. Four (4) years of relevant experience, when such experience provides the functioning level described above.

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Required Job Requirements. (Continued)

Skills, Knowledge, and Abilities

1. Knowledge of and ability to work with families of Native Hawaiian children prenatally through age 5.
2. Ability to plan, organize and manage own work.
3. Knowledge about parenting, prenatal/postpartum issues and infant/toddler development.
4. Ability to develop and maintain working relationships with a wide variety of people.
5. Writing and verbal skills to communicate clearly with staff and families.
6. Knowledge about Native Hawaiian culture and values.
7. Ability to carry, pursue and play with infants and toddlers, climb stairs, walk extended distances, work on the floor or ground, and carry portable equipment and containers of supplies.
8. Ability to use email, Windows, and word processing programs.

Other Requirements

1. Documented valid up-to-date Hawai'i driver's license, current no-fault insurance, clean driving abstract, and daily access to an automobile.
 2. Current TB clearance.
 3. First Aid and Child CPR Certification.
 4. Must be able to work flexible days and hours, including evenings and weekends.
 5. Available to travel overnight to Neighbor Islands and U.S. mainland.
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Working Environment.

1. Occasional ground and air travel.
 2. Occasional fast-paced work with high pressure and frequent interruptions.
 3. Mostly sedentary tasks with moderate walking, standing, bending, climbing in performing job duties.
 4. Occasional lifting, carrying, pushing or pulling up to 30 pounds.
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Desired Requirements.

1. Experience working in a team that is multi-disciplinary and ethnically and culturally diverse.
 2. Knowledge about the geographic area to be served, including community resources.
 3. Preference given to those with work experience with families of Native Hawaiian children.
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SALARY: Salary level 7. Regular Part-time position. (30 hrs/wk)

WORK PLACE: ALU LIKE, Inc.
Ho`okahua (PINK)
458 Keawe St
Honolulu, HI 96813

TO APPLY: Qualified applicants must send/fax/email resume and a cover letter to:

ALU LIKE, Inc.
Attn: Personnel Office
458 Keawe St
Honolulu, HI 96813
Fax: (808) 524-3670
Email: personnel@alulike.org

SUBMISSION DEADLINE: Open till filled