**Family Home Educator Standard Job Description**

**Classification Title:** Family Home Educator

**FLSA Exemption Status:** Non-exempt

**Pay Grade:** 4

**Job Description Summary:**

The Family Home Educator, under general supervision, schedules and manages a caseload of 15 – 20 families. Provides weekly home visits and monthly group meetings. Conducts assessments of families by collecting data. Plans regularly with other staff members to coordinate programming efforts.

**Essential Duties and Tasks:**

 **30%: Home Visits and Education**

* Maintains a caseload of 15-20 HIPPY families who will receive a weekly home visit and monthly group meetings.
* Meets weekly with HIPPY coordinator to role play upcoming curriculum and prepare for home visits, group meetings, and community service activities.
* Assumes responsibilities to assist Coordinator in planning with committees, groups, and organizations to conduct educational programs and activities.
* Plans regularly with other staff members to coordinate programming efforts.
* Reviews and organizes instructional materials in preparation for the group meetings and home visits with the families.
* Conducts weekly home visits with each family to role play the HIPPY curriculum and revisit families according to need.
* Manages referrals of families in need of information, assistance, and referrals to the coordinator or appropriate community resource as needed.
* Exercises professional judgement while in the home working with families.
* Manages and maintains scheduling of caseload.
* Manages challenging situations and maintains composure in families’ home environments.

**20%: Reporting and Data**

* Maintains accurate timesheet and all other reporting as required by HIPPY US, Texas HIPPY, and HIPPY at TAMU.
* Conducts data collection and data entry of evaluation instruments to measure progress and impact of the HIPPY Program.
* Attends parent/child field trips and meeting
* Uses Teleservice activities for training and to serve families if traditional delivery method is compromised due to health and safety concerns.
* Conducts assessments by collecting data on various dimensions, including demographics, socio-cultural, family dynamics, support issues, depression/self-esteem, stress/violence, substance abuse history, and health information.
* Analyzes assessment data to aid in devising family service goals and activities.

**20%: Community Outreach/Support**

* Participates and attends Texas HIPPY trainings, events, and service projects.
* Conducts regular outreach events throughout the community as determined by coordinator.
* Assumes responsibilities to assist Coordinator in planning with committees, groups, and organizations to conduct educational programs and activities.
* Plans regularly with other staff members to coordinate programming efforts.

**10%: Recruitment**

* Help identify and recruit families for the HIPPY Program in participating communities/schools.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High School diploma or equivalent combination of education and experience

**Required Licenses and Certifications:**

* Valid Driver’s License or ability to obtain one within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of the community the program serves, including resources available in the geographic area.
* Ability to multitask and work cooperatively in a team environment.
* Basic computer and data entry skills.

**Machines and Equipment:**

* Computer
* Telephone
* Vehicle

**Physical Requirements:**

* No physical requirements.

**Other Requirements and Factors:**

* Must have reliable transportation to conduct home visits
* Must be able to work a flexible time schedule

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**