



Parent Education Support Staff

Pathways of Central Ohio seeks a dynamic professional to join its Parent Education Center. Established in 1968, Pathways is a not-for-profit social service organization serving Licking, Knox, Richland, Muskingum, Perry, Morgan, and Washington Counties. Pathways has three program areas: the 2-1-1/Crisis Hotline, the Center for Prevention Services, and the Parent Education. The Parent Education Center currently serves Licking County only.

Note: This position is Temporary and will be 15 hours a week for 25 weeks when Newark City Schools are in session during the 2018-2019 school year.

Job Description

The Parent Education Support Staff assists with evidenced-based parenting programs for parents and works with large and or small groups of children utilizing the Incredible Year Dinosaur program. In addition, the Parent Education Support Staff must:

- Demonstrate an appropriate level of knowledge about what promotes optimal parent-child interaction and infant, toddler, and child development.
- Complete all required documentation regarding classes and all essential records required by the program, in a timely and comprehensive manner.
- Participate in outreach and referral activities to promote parent participation in the program.
- Participate in reviewing and analyzing results of evaluation tools used by the program

Qualifications

- Associates degree or two years toward a bachelor's degree in early childhood education, social science, nursing or related field required
- Experience in parent education, social work, early childhood development and/or education required
- Valid driver's license and proof of insurance
- Ohio Certified Prevention Specialist Assistant or eligible for certification
- Successfully pass B.C.I. background check
- Ability to operate a personal computer and utilize a variety of software programs including Word, Excel and specialized reporting programs.
- Ability to communicate orally in a clear, concise manner, tailoring message to the intended audience

How to Apply

Please email a cover letter, resume, and three current references in MS Word or .pdf file to mail@pathwaysco.org. Cover letters, resumes and references may also be mailed to: Search Committee, Pathways of Central Ohio, 1627 Bryn Mawr Dr., Newark, OH 43055. The job application is available at www.pathwaysofcentralohio.org. Applications will be accepted until September 7th, 2018. **No phone calls or walk-ins please.**

Pathways of Central Ohio complies with all applicable federal and state nondiscrimination laws, rules, regulations, and guidelines. All qualified applicants shall receive consideration for employment without regard to race, color, religion, ancestry, sex, national origin, veteran status (Vietnam Era, Desert Storm/Shield or disabled), disability, political affiliation, or age (40 years or more). Discriminatory employment practices against anyone are prohibited.

Pathways of Central Ohio is a contract agency of Mental Health & Recovery for Licking and Knox Counties and a member agency of the United Way of Licking County and the United Way of Knox County. Pathways is funded in part by the Ohio Department of Mental Health and Addiction Services, the United Way of Muskingum, Perry and Morgan Counties and the Ohio Department of Health.