Parent Educator

St. Mary’s Center for Women and Children offers innovative and family-centered programs for women and children who have experienced trauma and are living in poverty. Placing families at the center of our efforts, St. Mary’s Center works in partnership with young women, many of them mothers, to break the intergenerational cycle of poverty and achieve lasting, powerful change by building their emotional well-being, educational achievements and economic independence.

Located in Uphams Corner in Dorchester, Massachusetts, St. Mary’s Center supports 600 women and children annually with shelter, clinical and educational services, job training, employment placement, and search for affordable permanent housing.

We are seeking part-time Parent Educators for our St. Mary’s Home residential program. St. Mary’s Home provides residential services to pregnant and parenting teenagers and their infants/toddlers at any one time, making it the largest program of its kind in the city of Boston.

AVAILABLE SHIFT: Part time: FRIDAY - MONDAY 3PM - 11PM (32-hrs)

DUTIES & RESPONSIBILITIES:

PROGRAM SERVICES

- Serve as a positive role model following program guidelines for professional dress & behavior.
- Consistently maintain professional, legal boundaries and ethical standards (Federal, State, & Agency).
- Build strong relationships and establish positive communication with clients and their families based on respect and understanding of their needs.
- Ensure that clients’ needs are met in a timely fashion and in an ethical manner.
- Advocate for teens in the areas of health, mental health, education, housing, childcare, vocation, legal and family services within time-frame that best meets client needs and best practice standards.
- Establish and maintain positive communication with families and proactively reach out to connect clients with supportive resources.
- Co-lead psycho-educational, independent living, therapeutic, and/or activity groups as assigned.
- Model nurturing interactions with clients and their children in the milieu.
- Support in developing individualized treatment plans to help teens with parenting skills.
- Support in ensuring teen program needs are being met.
Support program in transporting teens to & from various appointments.
Provide clients with constructive feedback on their parenting skills.
Provide crisis interventions utilizing agency protocols.
Utilize opportunities in daily routine to teach and strengthen teens’ parenting skills.
 Orient new clients to program services, rules, and procedures.
Maintain accurate documentation, records and files in accordance with quality assurance standards.
Maintain safety, appearance, and cleanliness of the facility in compliance with health, fire, and safety regulations.
Assist with clerical responsibilities.
Administer and document all resident medications, as needed.
Notify supervisor and staff in event of resident crises, suspected illegal activity, or any other resident/program incident.
Ensure that all program routines and procedures are adhered to by teens and visitors.

PROFESSIONAL GROWTH AND DEVELOPMENT
- Attend and use supervision for professional growth.
- Engage in self-evaluation to establish goals for professional development.
- Regularly attend, actively participate, and present in various program and agency meetings and training.
- Develop skills to supervise shifts when assigned as the point person on shift.

QUALITY ASSURANCE
- Provide documentation of client progress as requested in timely fashion.
- Maintain time sheets, mileage logs, daily work schedules, requests for time off in accordance with Agency’s policy.
- Maintain an attitude of fairness, openness, and respect and support the development of cultural competency at St. Mary’s.
- Maintain flexible schedule to meet program needs and attend required meetings.
- Knowledgeable of and complies with agency’s specific policies and procedures.
- Participate in program events as assigned.
- Respect and value all people’s voices, including children, families and colleagues.
- Appropriately interact with people from diverse socio-economic, racial and cultural backgrounds.
- Awake during evening and overnight shifts.

MINIMUM REQUIREMENTS/QUALIFICATIONS:
- High School diploma (or higher); Bachelor's degree in Human Services preferred
- 1 year of related experience in Human Services required
- Bilingual English/Spanish preferred
- Valid driver’s license with a safe driving record

NECESSARY SKILLS AND ABILITIES
- Patient, understanding, supportive and emphatic.
- Ability to engage in collaborative relationship with multidisciplinary team.
- Ability to work well under pressure.
- Ability to prioritize and manage multiple tasks.
• Excellent written and oral communication skills.
• Excellent interpersonal and organizational skills.
• Basic to Intermediate Microsoft Office computer skills.
• Comfortable with receiving clear, direct feedback from supervisors and peers.
• Remain open to different opinions and viewpoints and is willing to learn from them.
• Sense of humor!
• Highly flexible and energetic.
• Enjoy working with and motivating teens.

*Qualified applicants may submit a resume and cover letter via email attachments to jobs@stmaryscenterma.org.*