



Center for Human Services

Building a stronger community...one family at a time.

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Job Announcement

BILINGUAL FAMILY EDUCATOR Positive Discipline for Families Program

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right person to join our Family Support team. We offer our staff an EXCELLENT benefit package which includes fully paid (prorated if part-time) health, vision, dental, life, long-term disability insurance, and 403b with match, as well as generous leave package.

The Bilingual Family Educator position facilitates the Positive Discipline for Families Program parenting class series in Spanish and English. The parenting class program is focused on supporting families with building their protective factors and raising physically, mentally, and emotionally healthy children. This is a hybrid position. Services are provided remotely by Zoom. Some sessions and staff meetings are in person at our Shoreline location. The exact work schedule is determined in partnership with supervisor. Reports to the Parenting Program Manager. This is a part-time, non-exempt position, 12 hours per week at a rate of \$22.23 per hour.

Job Requirements:

- Willingness to become certified as a Parent Educator using “Teaching Parenting the Positive Discipline Way” through the Positive Discipline Association in English or Spanish
- Fluent and/or confident in English and Spanish.
- Bi-Cultural/Bi-Lingual and/or Multi-Cultural/Multi-Lingual
- Detail-oriented with the ability to multi-task
- Prompt and consistent attendance during scheduled working hours
- Strong advocacy and oral communication skills
- General computer skills in Outlook Email, Excel, Word, Zoom
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Ability to work cooperatively as part of a team
- Ability to adapt to change
- Sense of humor

CHS is a non-profit organization with a great work environment, including staff who are passionate about and dedicated to the community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, please send a cover letter and resume to jobopportunities@chs-nw.org. A full job description can be found below.

Job Description

BILINGUAL FAMILY EDUCATOR Positive Discipline for Families Program

GENERAL DESCRIPTION

The Bilingual Family Educator position facilitates the Positive Discipline for Families Program parenting class series in Spanish and English. The parenting class program is focused on supporting families with building their protective factors



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and raising physically, mentally, and emotionally healthy children. This is a hybrid position. Services are provided remotely by Zoom. Some sessions and staff meetings are in person at our Shoreline location. The exact work schedule is determined in partnership with supervisor. Reports to the Parenting Program Manager. This is a part-time, non-exempt position, 12 hours per week.

MAJOR RESPONSIBILITIES – Position Specific

- Collaborate with team members to facilitate the Positive Discipline for Families class series and graduate support groups in Spanish and/or English. Facilitation includes, but is not limited to:
 - Plan and coordinate class logistics with team and define roles & responsibilities per session
 - Prepare necessary equipment, materials and handouts for each series
 - Present and communicate class content in a professional, engaging and culturally responsive way
 - Follow the outlined agenda per session to ensure fidelity
 - Build relationships of trust with participants
- Provide additional resource and referral support to class participants as needed
- Individually prepare and practice assigned activities prior to class session
- Other duties as assigned
- Understand the purpose and intended outcomes of Family Support Programs.
- Provide services based on the philosophy of the Family Support Principles
- Support outreach and recruitment efforts for Center for Human Services' programs and services
- Engage in community events, networking meetings, and training opportunities related to family support programming as directed.
- Collaborate with community partners to enhance family support services for the community.
- Participate in required program and agency meetings and training opportunities as requested by the Family Support Director

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally humble approach that is integrated with other services
- Participate in creating and maintaining a safe workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough, and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, managers, or directors that further the success of programs and/or the agency.

MINIMUM REQUIREMENTS

- Willingness to become certified as a Parent Educator using "Teaching Parenting the Positive Discipline Way" through the Positive Discipline Association in English or Spanish
- Personal parenting or caregiving experience
- Fluent and/or confident in English and Spanish.
- Bi-Cultural/Bi-Lingual and/or Multi-Cultural/Multi-Lingual
- Reflect the community we serve
- A current or past participant of Center for Human Services' programs/services
- Commitment to the Positive Discipline philosophy
- Willingness to have a flexible work schedule, including some evening and week-end hours as needed
- General computer skills in Outlook Email, Excel, Word, Zoom
- Commitment to practicing cultural humility, self-reflection, and continued education on Diversity, Equity, Inclusion, and Belonging topics
- Demonstrated ability to successfully work within a diverse cultural setting and provide services through the perspective of cultural humility
- Ability to work cooperatively as part of a team
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change



- Prompt and consistent attendance during scheduled working hours
- Able to work independently
- Sense of humor

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education, and support to children, youth, adults, and families.

Our Values: Model diversity, equity, inclusion & belonging; provide accessibility; champion collaboration; demand accountability; personify integrity; and have fun.



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