

Kulia I Ka Nu'u (AIM-HI) Parent Educator

Waimanalo

POSITION: Aim Hi Parent Educator

POSITION START DATE: As Soon as Possible

Primary Responsibilities: Implement Kulia I Ka Nu'u newly developed curriculum to approximately 25 Hawaiian families of children ages 2.6-3.6 years of age in the Waimanalo area of O'ahu

ESSENTIAL DUTIES:

Recruit program participants, and encourage and support parents in Kulia I Ka Nu'u curriculum.

Collect and submit participant information and statistics as required, and maintain accurate, timely program participation records, including Online Data Management System.

Organize weekly curriculum meetings for parents including location, program, and childcare.

Conduct home visits for parents unable to attend weekly meetings, including calls to schedule these visits and reminder calls just prior to visits.

Conduct vision, hearing and developmental screening for children as learned in training.
Promote goodwill with parents and community.

Refer parents to KOKA Resource Guide or beneficial or needed community resources.

Complete and submit weekly forms and documentation accurately and promptly.

Inform Supervisor of participant progress, and any problems, either potential or actual.

Shop for all supplies and snacks used for weekly presentation of curriculum.

Prepare all activities and snacks used for weekly presentation of curriculum.

Make copies of curriculum handouts and organize files of such to be distributed to families at time of curriculum presentation.

Function as a “Mandated Reporter” in areas of suspected child abuse.

Work with families and supporting KOKA staff to host two annual Parent Child Discovery Days in the community.

Participate in all KOKA sponsored activities, workshops and events.

Attend Staff Development trainings as directed.

Assist with other duties as assigned.

Model appropriate behaviors for parents and children.

Alert supervisor to problems with staff and participants, including any suspected child abuse.

Maintain a clean driving abstract.

MINIMUM QUALIFICATION REQUIREMENTS

1. Fluency in Hawaiian Language
2. Strong background and knowledge of Hawaiian culture, values and traditions.
3. High School Diploma and experience in early childhood or child development setting. Some college or BA degree preferred.
4. KOKA job experience desirable
5. Successful Completion (upon hiring) of Kulia I Ka Nu'u Training.
6. Strong oral and written communication and organizational skills.
7. Comfortable visiting families at their homes
8. Identification with community to be served.
9. Daily access to car and availability throughout week during normal business hours.
10. Capable of adhering to set time schedule.
11. Willing to work as an enthusiastic, productive and collaborative team member.

Check out our organization at www.keikiokaaina.org

If interested, e-mail Craig's List Address

or send to HR Director
Fax 845-3450, or mail to
KOKA 3030 Kalihi St Honolulu, HI 96819