



Position Title: Breastfeeding and Newborn Care Educator

About Us: Breastfeeding and Newborn Care classes are offered within the Great Start™ program of Parent Trust for Washington Children (PTWC), a non-profit, 501(C)(3) agency. Agency-wide, PTWC directly serves 15,000 people each year, helping families to be healthy, safe, and strong. Great Starts™ Program (previously known as Childbirth Education Association of Seattle) has offered childbirth and parenting classes in the Seattle area, as well as training and certification of professional childbirth educators, for over 60 years. Our focus is on informed decisions: we educate parents about their options using evidence-based information, and encourage them to choose what best meet their personal needs, values, and priorities. Our classes serve approximately 5,200 people annually with topics that include healthy pregnancy, prepared childbirth, newborn care, breastfeeding, Conscious Fathering™, infant safety (including injury prevention, infant CPR and choking rescue), and others. To learn more about Parent Trust for Washington Children, go to www.parenttrust.org.

Job Details: The Great Starts classes are offered throughout the Puget Sound region, currently as far north as Mountlake Terrace and as far south as Renton with eight individual teaching locations. Our emphasis is on providing unbiased, non-judgmental, research-based information, using interactive and engaging teaching techniques. The outcomes we want for our family participants include: increased confidence, knowledge of breastfeeding and newborn care essentials, how to make informed decisions, understanding of the needs and capabilities of a newborn, and a stronger connection to other parents and resources in the community.

Our Breastfeeding (BF) and Newborn care (NC) classes are part of our multi-week Prepared Childbirth and Parenting series for expectant parents (6-8 weeks total). These series are taught in two primary formats:

- Weeknights (approx. 6-9:30 p.m.), which includes up to 2.5 hours of instruction time each week, plus set-up and clean-up time. One week is devoted to breastfeeding and another week on newborn care.
- Weekends (approx. 8:30 a.m.-3:00 p.m.), up to 5 hours of instruction time. BF and NC taught in one class.

We have a standardized curriculum, which includes specific content required by Medicaid; however, instructors have flexibility with teaching methods and presentation style. Instructors teach in an unbiased, non-judgmental manner with evidence-based content. In our classes, we use the text, *Pregnancy, Childbirth, and the Newborn*. Class size is typically 7 - 13 couples. To learn more about our classes, go to <http://www.parenttrust.org/classregistration>.

Locations and Days/Times: Multiple locations: Seattle (Rainier Ave S, Capitol Hill, U District, Northgate), Bellevue, Edmonds, Renton. Classes are weeknight evenings (Mondays, Tuesdays, Wednesdays, and Thursdays), Saturday mornings and afternoons, and occasional Sunday afternoons or evenings. We schedule classes several months in advance. BF/NC Instructors are required to teach a minimum of 6 classes per year and attend at least one in-service meeting annually. Beyond the minimum, teaching load is based on a combination of instructor preference and agency needs. Work hours are not guaranteed and subject to enrollment minimums; however, cancellations are typically rare.

Job tasks include, but not limited to:

- Set-up/clean-up classrooms and equipment in a timely manner.
- Facilitating up to 5 hours of learning time per class, following approved curriculum while also adjusting to individual class needs, discussions, and adult learning styles in a welcoming and non-judgmental manner.
- Collect and submit accurate class attendance records, evaluation and demographic data per class in line with our program billing, reporting, and auditing requirements.
- Maintain client and staff confidentiality.
- Timely and effective communication by phone, email and other written formats, and in person with manager, staff, project partners, affiliates, and service clients as needed.

- Provide excellent service for class participants, program partners, and colleagues.
- Work independently to prioritize work activities and to troubleshoot, problem solve, and coordinating issues related to class presentation and A/V material or site logistics, as needed.
- Monitor classroom and teaching supplies, report any needs or concerns to Program Manager or Coordinator.
- Maintain knowledge of current community resources, relevant guidelines, and curriculum updates.
- Provide back-up support/substitute for other BF/NC instructors as needed and available.

Required Minimum Qualifications:

- Experienced IBCLC and/or Certified Breastfeeding Educator or Breastfeeding Counselor required. All applicants must have completed a breastfeeding training workshop that was 45 or more hours in length.
- Demonstrated experience providing excellent customer service & facilitating or supporting adult learning.
- Demonstrated positive experience working with culturally diverse populations.
- Skilled working with computers: email, PowerPoint, and Microsoft Word & Excel, Google Drive documents, etc.
- Educators must be committed to collecting and submitting critical program data.
- Able to carry equipment/materials as needed to set up classroom (up to 35 lbs).
- Committed to proper sterilization methods for CPR practice equipment.
- Reliable transportation and maintain the appropriate insurance, registration, and licensing for personal vehicle.
- Must be US Citizen or eligible to legally work in US, and pass background check.
- Able to work evenings (M-Th), 6-9:30 p.m., and weekends (8:30 a.m.-3:00 p.m.).

Strongly preferred skills/experience:

- Bachelor's degree or higher, or Associate's degree with 2 or more years of experience, or other equivalent experience in a health profession, public health, community health promotion or adult education, infant and early childhood development, or other closely related field (A college degree in any other field *with* 3 or more years directly related work experience may be substituted for the education requirement).
- Additional training for childbirth educator preferred, as approved or certified by Great Starts, ICEA, and/or Lamaze.
- Experience as an injury prevention educator and/or experience in community or parent education.
- Knowledge and experience with adult learning styles and needs, including cultural sensitivities.
- Education or experience working with expectant or birthing families, or families with infants less than 1-yr old.
- Excellent verbal and written communication skills.
- Good organizational skills, with excellent attention to detail.
- Ability to work effectively as a team member, follow verbal and written directions.
- Willing and able to learn about parenting-related classes and resources in order to provide sound information to class participants.

Compensation/benefits:

- \$24-\$30/hr instruction-time wages (DOE); set-up and clean up paid at half the teaching rate; City of Seattle minimum wage for meetings, travel, and trainings for PTWC events (including non-Seattle sites).
- Mileage reimbursement and travel time compensation for use of personal vehicle for official work tasks (not related to commuting to/from designated home-teaching site).
- Accruing sick/safe pay (1 hr of sick/safe pay for every 40 hours worked).
- In-house profession training opportunities related to pregnancy, childbirth, early parenting, and safety education.

Application Closing Date: On-going. Check our website for priority application dates (<http://www.parenttrust.org/about-us/employment/>) Hiring is conducted, as needed, through the year to fill vacancies or as classes are added. We will contact those who have active applications on file when positions are available. Substitute positions may be available year-round.

Application Instructions: Send a professional cover letter, resume, and three professional references to Great Starts Program Manager, Audrey Miles-Cherney, acherney@parenttrust.org.