

CAREER OPPORTUNITY



Title: Family Life Coach

Hours: Full Time, Non-Exempt (37.5 hours per week)

Brief Description:

The Family Life Coach provides group and home-based nurturing parenting education, supportive case management and social services designed to strengthen families and support positive parenting outcomes for pregnant and parenting teens, young parents and their children, and other parents wanting to become stronger parents. This position provides individual and family assessment, home-based outreach and parenting education, case management services, community resource support, support in developing educational and employment goals, and linkages to other agency and community services to strengthen parent and family. The Family Life Coach participates in data collection for measuring program outcomes and serves as a member of the Pregnancy and Parenting Services department and team.

ESSENTIAL FUNCTIONS OF THE POSITION

I. Key Responsibility Area: Assessment and Case Management and Nurturing Parent Education

- Provide a minimum of 25 hours of client service per week, 15 hours (or equivalent) of which are to be direct-field service time; services provided must meet requirements of funding contracts as appropriate and follow agency standards and protocols; services must also be congruent with recognized professional Social Work practice, and follow the standards and ethical guidelines set by the Ohio Counselor, Social Worker and Marriage and Family Therapy Board
- Provide appropriate intake, assessment and case management activities completed for participants within 60 days of enrollment including program enrollment and intake, psychosocial assessment, individualized service plan, baseline data collection, and introduction to nurturing parenting education
- Provide monthly services through individual home based or group sessions; complete case notes documenting services, monthly assessment, and planned activities within 2-3 business days of services; distribute client satisfaction surveys twice a year for client feedback and quality review; complete case closings when appropriate. Facilitate group based nurturing parenting education as assigned

II. Key Responsibility Area: Case Management Coordination with Internal Resources and Collaborating Agencies

- Provide coordination of agency and community services for assigned clients; available resources identified; engage in community outreach, community research, and personal contact to successfully network and maintain positive relationships with other agencies and programs
- Provide appropriate referrals made in coordination with agency resources and with other agencies, to support the client's identified areas of need. Provides case navigation for assigned clients through the Pathways HUB, including appropriate and timely documentation in the Care Coordination System

III. Key Responsibility Area: Documentation and Training

- Client records organized and maintained; daily statistics and monthly reports completed per deadline; end of previous month data completion by the 5th of each month; assessments and service plans completed on each client in timelines of program; case progress notes, openings, and closings are accurate and kept current according to program procedures; unmet needs and gaps in community resources documented according to program time lines
- Work is well-prepared, easy-to-read and completed according to program procedures

IV. Key Responsibility Area: Performance of other Responsibilities as assigned

- Cooperate in the acceptance and completion of special requests and show initiative with volunteering for and encouraging special assignments.

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE

- Bachelor's degree in social work, family life education, psychology, education, or related field
- Demonstrated skills in client assessment, case planning and goal setting, intervention tracking
- At least one-year related experience
- Experience working with families; desirable to have experience delivering parenting education and home-based services
- Sound interviewing and intervention skills; skills in client assessment and outreach
- Knowledge of community resources and ability to make effective and empowering referrals
- Ability to network with other persons or agencies to meet client needs/goals
- Ability to work with diverse populations and new parents and young families
- Knowledge in the areas of adolescent services, youth development and/or child welfare
- General knowledge regarding adolescent issues, infant, toddler and child development, and pregnancy and childbirth, with ability to learn and gain expertise in providing parenting preparation and education
- Ability to work independently as well as participate as member of a department team and engage in cooperation across agency services
- Sound skills in client engagement, building rapport, engaging in motivational interviewing and delivering parenting education and case management intervention
- Effective oral and written communication
- Ability to complete effective case notes in timely manner and use basic computer skills for electronic record keeping
- Ability to collect client data and assist with program evaluation activities
- Willingness to work flexible hours
- Ability to lift 25 pounds
- Valid Ohio driver's license, access to dependable transportation

Preferred:

- Licensed by the State of Ohio as an LSW or license-eligible

*Interested candidates should send a resume with salary requirement to:
Human Resources, Catholic Social Services of the Miami Valley, 922 W. Riverview Ave. Dayton OH 45402
or e-mail to jobs@cssmv.org, or fax to (937) 222-6750*