

CAREER OPPORTUNITY

Title: Family Life Coach & Parent Educator

Hours: Full time (37.5 hours per week, non-exempt position)

Brief Description:

The Family Life Coach and Parent Educator will work under the Lead Family Life Coach and the Manager of Pregnancy & Parenting, providing home and group-based parenting education, along with supportive case management, to strengthen families and support positive outcomes for pregnant and/or parenting families and their children. The Family Life Coach will maintain a full-time caseload and reach designated benchmarks for weekly client services. The Family Life Coach will complete timely data collection and case note completion for delivery of quality client services and measurement of program outcomes.

ESSENTIAL FUNCTIONS OF THE POSITION

I. Key Responsibility Area: Delivery of parent education & direct client services

1. Utilizes designated curriculum in the delivery of home and group-based parent education according to client service plan.
2. Completes initial client enrollments and assessments in a timely manner (goal of 14 days from initial referral and assessment).
3. Engages families in the completion of goal directed service plans and monitors progress towards goals.
4. Maintains adequate case load for maintaining productivity standard of home visitor (case load of 15-25 clients; average of 10-12 home visits per week).
5. Prepares lessons according to curriculum and client needs; appropriately documents time spent on visit preparation. Would put this under Delivery of parent education (not changing percentages)
6. Has a demonstrated ability to engage diverse client populations and develop rapport with clients served.

II. Key Responsibility Area: Service coordination and case management

1. Maintains knowledge of public benefits and community resources and coordinates referrals for services to remove client barriers according to service plans.
2. Engages in internal and external case collaborations as appropriate for interdisciplinary case collaboration, continuity of services, and client advocacy in provision of high-quality client services.
3. Maintains positive relationships with other agencies and providers.

III. Key Responsibility Area: Documentation, data management, and program evaluation

1. Completes accurate and timely documentation of services provided (within 3 working days) utilizing electronic records database.
2. Adheres to standards for documentation of assessments, consents, service plans, ongoing case progress, and case closures.
3. Participates in Quality Assurance activities, including supervision, and addresses necessary corrections for documentation compliance.
4. Provides data and requested information to Team Lead and Program Manager monthly, or as needed, for reporting to funders and regulatory bodies.

IV. Key Responsibility Area: Teamwork and Professional Growth

1. Actively participates in team process during meetings and informal processes or projects provided.
2. Brings issues for discussion to team or appropriate team member.
3. Assures own professional development by attending assigned workshops, trainings, and other development activities.
4. Demonstrates an attitude and approach of a “team player.”
5. Completes projects and tasks as assigned and shows initiative with volunteering for and encouraging special assignments.

MINIMUM EDUCATION, KNOWLEDGE, AND EXPERIENCE

- Bachelor’s degree (education, human development, health/human services, social work, psychology, or related field)
- Required experience, 1-3 years; internships and degree/training requirements may count towards required experience. Prior experience working with pregnant women, infants, and children preferred.
- Experience with electronic record databases and data entry.
- 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 work with diverse populations and new parents and young families.
- 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.

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