

CATHOLIC SOCIAL SERVICES JOB DESCRIPTION

TITLE: Coaching Parent
PROGRAM: McAuley Manor
SUPERVISED BY: Program Director
STATUS: Full-time / hourly / non-exempt

JOB SUMMARY: The Coaching Parent manages the facility and works a flexible schedule of days, evenings and weekends to perform professional activities related to the treatment and general care of adolescent girls. Assists in the implementation of individual treatment plans and provides therapeutic care to each youth, enabling the resident to work through issues necessary for personal growth; Maintains treatment records; Participates in training for improved treatment delivery; Provides a naturalized family environment and the encouragement, supervision, instruction and support normally offered by an effective parent; Role-models appropriate adult behavior; Nurtures and protects residents by providing adequate food, shelter, clothing, medical and dental care, and a clean, pleasant, safe living environment; Provides skill development to residents of McAuley Manor in an individual setting and in group settings. Primary areas of development include overall life skills, relationship-building, social skills, recreational skills, and skills for independent living. This position is responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy (Privacy Rule).

QUALIFICATIONS:

Personal: Must be able to maintain program/agency confidentiality, and treat each individual with dignity and respect. Ability to set and observe appropriate personal limits and boundaries. Demonstrated dependability, maturity, and initiative. Ability to relate positively to the Program Director, Coaching Parents, other employees, and teens. Flexibility to deal effectively with a variety of people, situations, problems, and changes. Must be 21 years of age.

Education/Experience: Minimum of 30 semester hours of college credit in a human services field. Preferred: Bachelor's Degree in Human Services, Social Sciences or Education
OR a minimum of 2 years experience in human services to include individual and group counseling, case management and adolescent treatment. Additional education, professional or culturally relevant experience may be considered.

Skills: Ability to establish rapport with residents from various cultural or socioeconomic backgrounds. Skilled in individual and group counseling techniques. Knowledgeable in the use of behavioral approach to treatment. Ability to deal effectively with crisis situations with minimum supervision. Ability to teach practical, academic and social skills. Ability to diagnose skill development needs and deliver training in individual and group settings. Excellent interpersonal skills. Excellent time management skills. Ability to accomplish tasks with minimal supervision. Ability to speak and write English clearly and concisely. Attention to detail and accuracy.

Physical Requirements: Ability to climb stairs and to lift or move up to 30 pounds (boxes of supplies, furniture, etc.). Ability to perform sedentary work (office and classroom environments) as well as to be engaged in physical exercise with consumers such as running, walking, hiking, etc. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone.

Other Requirements: valid AK Drivers License; reliable vehicle.

Training Requirements: Agency and department orientation; 1st aid/CPR; de-escalation techniques; blood borne pathogens.

OVERALL RESPONSIBILITIES:

1. Provide direct therapeutic intervention on a daily basis.
2. Actively works towards developing and maintaining a therapeutic relationship with consumers.
3. Participate in developing treatment plans and delivery of same.
4. Teach a wide range of life skills.
5. Coordinate with Case Manager to determine resident needs, coordinate access of school, community and health based services, and attends necessary appointments.
6. Participate in and attend treatment reviews.
7. Demonstrate complete familiarity with a consumer's service plan and targeted goals.
8. Provide accurate documentation of treatment through record-keeping.
9. Accurately maintain all resident progress notes, medication logs and other records.
10. Maintain resident records in accordance with program and licensing standards.
11. Maintain facility in accordance with licensing standards.
12. Maintain a clean, pleasant and safe environment.
13. Support youth in education and employment pursuits.
14. Monitor resident daily activities.
15. Assist residents in preparing daily schedules and meeting appointments.
16. Write incident reports and follow mandatory reporting laws with any and all incidents of harm within 24 hours.
17. Work collaboratively with other team members in a professional manner.
18. Schedule and coordinate fun leisure activities with residents.
19. Model appropriate behavior for teens at all times.
20. Teach and model appropriate life skills.
21. Ensure consumer confidentiality as prescribed by agency policy and federal law.
22. Actively seek clinical and administrative direction.
23. Understand and comply with all agency policy and procedures, plans, program requirements and protocol.
24. Assist in crisis intervention as necessary; obtain police, medical, psychiatric, or other emergency services as required and contact emergency program staff.
25. Attend staff meetings and in-service training as required.
26. Maintain a positive, professional relationship in the community, i.e. schools, recreational centers, and other offsite activities.
27. Other duties as assigned.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____