

JOB DESCRIPTION

- Position:** Bilingual Adolescent Parenting Program Coordinator
- Status:** Part Time – 20 hours
- Reports to:** Family Services Director
- Role:** Supports up to 8 teen parents through home visits, case management, transportation, and resource navigation. Works with the Lead APP Coordinator to coordinate services and facilitate monthly Peer Group meetings, fostering resilience and healthy outcomes for young parents and their children.

QUALIFICATIONS

- Bilingual English and Spanish.
- High-school diploma, or equivalent, required.
- Bachelor's degree in social work, child development or related field preferred.
- Three years' experience providing direct services to adolescents and/or families with young children.
- Experience with programmatic reporting, including managing service data with high attention to detail.
- Any equivalent combination of training and experience.
- Must be comfortable transporting clients in own vehicle (mileage will be reimbursed).

PRINCIPAL RESPONSIBILITIES

- Provision of direct casework services to participants in assigned caseload to include:
 - Maintain a caseload up to 8 adolescents
 - Provide program orientation and complete intake note taking tools for each adolescent
 - Develop an individual goal sheet with each participant outlining specific APP goals
 - Develop a curriculum plan for monthly 60-minute one-on-one appointments for each adolescent utilizing the Parents as Teachers Foundational Curriculum, including goal reviews, and Ages and Stages Questionnaire (ASQ)
 - Provide case management for participants in assigned caseload including monitoring adolescent's school success (attendance and grades); completing case plan reviews bi-annually; recommending and providing support services and referrals, as well as follow-up on the receipt of services
 - Provide transportation as needed to prenatal and pediatric appointments, peer group meetings and other program-relevant appointments
- APP Group Educational Sessions
 - Facilitate Be Proud! Be Responsible! Be Protective! twice/year to ensure each enrolled APP participant completes during their enrollment
 - Support Lead APP Coordinator in facilitating and preparing for monthly peer group meetings, including 4 annual educational sessions, a clinic tour and college tour.
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- Overall program management and planning to include:
- Receive, document and follow up with referral sources
- Maintain all participant records in assigned caseload
- Enter data for assigned caseload in the TPPI database in a timely manner
- Serve as member of the APP Community Advisory Committee
- Complete 18 hours annually of in-service training

JOB COMPETENCIES

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Lead:** Positively influence others to achieve results that are in the best interest of the organization.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Time Management:** Set priorities, develop a work schedule, and monitor progress towards goals, and track details, data, information and activities.
- **Technology:** Proficient with computers and other office equipment, including experience with web-based databases, and all Microsoft Office programs.
- **Values Equity:** Supports equitable treatment and equal opportunity for all employees.
- **Values Diversity:** Supports an environment of learning about, valuing, encouraging, and supporting differences.

Children & Family Resource Center provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, gender, age, disability or genetics. In addition to federal law requirements, Children & Family Resource Center complies with applicable state and local laws governing nondiscrimination in employment. This policy



ADOLESCENT PARENTING PROGRAM COORDINATOR

applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.