

ALTA BEHAVIORAL HEALTHCARE

Job Duties and Requisite Work Skills

T.O. Position Number:

Effective Date:

F.T.E.:

Worker Name:

Worker Credentials:

Productivity Expectation: See Attachment

FSLA Overtime Exempt: Yes; No

Position Series/Category: Line Staff

Position Title: UPSTREAM Parent Mentor

Working Title: Parent Mentor

JD Effective Date: 10/1/15

Position Category: Client Care Services

Department: General Clinical Services

Service Area: Primary Outpatient

Unit: Infant/Toddler/ Early Childhood Program

Clinical Supervisor: _____ Date: _____

Administrative Supervisor: _____ Date: _____

Worker Signature: _____ Date: _____

GENERAL RESPONSIBILITIES

Delivery of school readiness supportive/consultative services to parents of young children.

ESSENTIAL FUNCTIONS OF THE JOB

Code (1-99)	Major Area	Letter A-Z	Specific Responsibilities
1.	Training and Consultation	A.	Teach literacy skills/promote school readiness skills to children through working with children and parents/guardians in a home-based setting.
		B.	Assist families in learning/implementing positive parenting techniques to strengthen child's academic and social emotional development as well as to promote home as child's primary learning environment.
		C.	Administer screening tools/assessments, analyze results and develop related interventions.
		D.	Assist in strengthening the home-school connection
		E.	Provide school based consultation to assess and monitor student progress.

Job Duties and Requisite Work Skills**Working Title: Parent Mentor**

Code (1-99)	Major Area	Letter A-Z	Specific Responsibilities
4.	Support to the Agency	A.	Assist the Clinical Director and/or Department Coordinator in collecting and compiling objective data so as to accurately assess success of services as they relate to targeted service outcome goals.
		B.	If appointed, serve on the Continuous Quality Improvement Committee.
		C.	Participate in all clinical team and department activities as required in Alta's Early Childhood Program as well as the Counseling Department.
		D.	Participate in staff and program development by attending continuing education and in-service training.
		F.	Attend and participate in regularly scheduled and other supervision activities.
		G.	Perform other duties as assigned by Department Director.
5.	M.I.S. Time Accounting	A.	Maintain and file on a timely basis accurate time accounting as required by Alta's management information system to account for employee's activities and for billing purposes.

WORK RELATIONS/CHARACTERISTICS

1. Efficient in use of time.
2. Prompt completeness of assigned tasks.
3. Thoroughness in carrying out job responsibilities.
4. Understand and conform fully to professional ethical standards.
5. Maintain flexibility in adjusting to Alta and external policy changes.
6. Maintain considerate interaction with colleagues and supervisors which respect the rights of others and fosters their confidence and cooperation.
7. Initiative in carrying out job responsibilities.
8. Loyalty to Alta interests.
9. Analytic and organized approach to problem solving.
10. Effectiveness in meeting position/Alta productivity requirements as applicable.

SPECIFIC ESSENTIAL CONDITIONS OF EMPLOYMENT

1. Physical ability, with reasonable accommodation if necessary, to perform specific responsibilities included in the job description.
2. Ability to write legibly and operate phone/dictaphone equipment, with reasonable accommodation, if necessary.
3. Ability to provide transportation for self and clients, as needed.

- A. Possess a valid Ohio Driver's License.
 - B. Current auto liability insurance to the limits required by the Ohio Department of Motor Vehicles.
 - 4. Citizen of the United States.
 - 5. Absence of past criminal activity, which would bring into question professional and personal integrity as it applies to the position responsibilities.
 - 6. Ability to perform interventions at sites/locations based on needs of the client.
 - 7. Flexibility in adjusting work schedule, days and hours as necessary to fulfill the responsibilities of the position.
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MINIMUM QUALIFICATIONS

- 1. Associate's Degree (or equivalent) in Education, Early Childhood, Social Work or related profession.
- 2. Experience in providing direct services to children and families with an understanding of diverse cultures and socio-economic backgrounds.

PREFERRED QUALIFICATIONS

- 1. In addition to above, has had academic background in developmental/early childhood areas.
- 2. Experience in clinical observation/assessment/interventions with young (under age six) children.
- 3. Experience in consultation and/or working with social service or health service providers to youth.