

Alta Care Group

Job Description – Family Coach

POSITION: Family Coach
SUPERVISOR: Clinical Supervisor
STATUS: Exempt
POSITION SERIES: Line Staff
RATE: Commensurate with Alta Salary Scale

General Responsibilities

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

Specific Essential Functions of the Job

1. Training and Consultation

- Provide home based services to families with the goal of increasing protective factors and adopting new behaviors to strengthen the family unit and mitigate risk factors for child abuse and neglect.
- Administer screening tools/assessments, analyze results and develop related interventions.
- To learn and use evidenced-based parent programs in the delivery of parenting education.
- Serve as a Family Coach to develop a prevention services plan, outlining the families' goals and will utilize evidence-based programming to enhance the families' protective factors and increase the family's stability.
- Provide parenting programming and facilitate access to Like Skills training, as well as Family Coaching, which will incorporate Motivational Interviewing to assist the family in moving towards behavioral change.
- Administer and review universal screenings for families.
- Collaborate with evaluation staff to facilitate and support the completion of the updated needs and resource assessment for the project and to adhere to evaluator guidance on evaluation/assessment administration.
- Be responsible for ensuring data collected and documentation of services is consistent with rules and regulations and requirements of program evaluation.
- Serve as point of contact for the county of service.
- Submit regular programmatic and fiscal reports to the
- Administration for Children and Families, Youth and Families – Children's Bureau, as well as to other identified partners requesting data.

2. Record Maintenance

- Develop a Consultation Checklist and Action Plan for each consultation service location, collect all required data pieces as necessary for program evaluation and reporting purposes. Enter all data pieces into Alta or funding source web-systems as required.
- Securing necessary releases of information to perform duties related to the position.

3. Support to the Agency

- 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.
- If appointed, serve on the Continuous Quality Improvement Committee.

Disclaimer: The above statements are intended to provide an understanding of the major duties and responsibilities to be performed by the employee in this role. This job description is not an all-inclusive list of job related tasks and the employee in this role may be expected to perform tasks other than those specifically stated in this description.

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- Participate in all clinical team and department activities as required in Alta's Early Childhood Program as well as the Counseling Department.
- Participate in staff and program development by attending continuing education and in-service training.
- Attend and participate in regularly scheduled and other supervision activities.
- Perform other duties as assigned by Department Director.

4. Time Accounting

- 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.
11. Sensitivity to cultural and economic characteristics of a diverse service population.

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.

Minimum Qualifications

1. Associate's Degree (or equivalent) in Education, Early Childhood, Social Work or related profession.

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2. Experience in providing direct services to children and families with an understanding of diverse cultures and socio-economic backgrounds.

Preferred Qualifications

1. Bachelor's degree in Social Work or related field, or 5+ years of relevant experience.
2. In addition to above, has had academic background in developmental/early childhood areas.
3. Experience in clinical observation/assessment/interventions with young (under age six) children.
4. Experience in consultation and/or working with social service or health service providers to youth.

By signing, I acknowledge that I have read and understood this job description. I also acknowledge and agree to comply with all policies and procedures as outlined in the Alta Employee Handbook.

Employee Signature

Date

Employee Name (Print)

HR Representative/Supervisor

Date

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