

# **Nurturing Families Program Coordinator**

Reports to: Intervention Staff Manager

Program: Intervention

Classification: Exempt

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## **Job Summary**

The Nurturing Families Program Coordinator will implement youth and family programming within Washington County with the goal of preventing and/or reducing the incidence of youth delinquent and other high risk behaviors.

## **Essential Functions**

1. Identify and assess client and family needs through utilization of the Adult Adolescent Parenting Inventory
2. Develop a Plan of Care based on the client's presenting needs
3. Provide 10-12-weeks of in-home instruction of the Nurturing Program for Adults and Adolescents
4. Develop a crisis plan for the youth and family as warranted
5. Act as an advocate for the child and family
6. Maintain regular contact with the child and family
7. Develop and maintain close coordination and collaboration with other Elevate Intervention staff and staff from the Washington County Human Services, mental health providers and other local resources
8. Maintain client files
9. Record pertinent data
10. Regularly evaluate the program and make changes as needed

## **Qualifications**

1. Bachelor's Degree in Social Work, Psychology, Counseling or related field. Master's Degree preferred.
2. Driver's license
3. Ability to communicate effectively, orally and in writing
4. Ability to establish effective working relationships with staff, community agencies, and clients
5. Demonstrated working knowledge of child and adolescent development, family systems, substance abuse, home management and parenting skills, and crisis intervention
6. Familiarity with mental health theory and practice
7. Ability to work in high stress situations
8. Able to analyze and problem solve
9. Possess good judgment and decision-making abilities
10. Knowledge of Washington County resources
11. Proficiency in Microsoft Suite software including, but not limited to Excel, Word, Outlook. Excellent written and verbal skills.

12. Experience with data collection, analysis and reporting.
13. Ability to work well independently and within a team environment.

The mission and philosophy of Elevate requires this position to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. In addition, strict client confidentiality must be maintained.

*Created Nov. 2016*