



JOB DESCRIPTION

Job Title: Parenting Specialist

Ministry: Good Shepherd Children and Family Services

Reports To: Parenting Specialist Coordinator

Date: 01/01/2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

This position is responsible for the client's day-to-day care. Interaction between parenting specialists and clients requires respectful, collaborative, strength-based interventions responsible for maintaining youth safety through continuous supervision. In supporting and promoting these relationships, each parenting specialist will demonstrate a high standard of professional and ethical behavior that coincides with the philosophy, mission, and values of the agency. The Parenting Specialists will be expected to have previous experience working with child development needs, be able to maintain good judgment with minimal supervision, provide creative and engaging activities for the clients. Each Parenting Specialist will be trained and expected to provide one on one coaching and teaching in line with the evidenced-based curriculum Nurturing Skills.

Primary Objectives

As a parenting specialists you must contribute positively to the therapeutic culture of the program by:

- Ensuring that the units promote mutual respect, trust, personal safety and security.
- Maximizing relationship building, teachable moments and strength-based interactions.
- Promoting positive change, growth, and development.
- Role modeling appropriate values and behaviors.
- Providing structure and assisting in goal attainment.
- Providing supervision by always knowing and being where the residents are at all times.

OVERVIEW & RESPONSIBILITIES

1) Support the teen parents through

- Identifying strengths and using strengths to improve their overall well being
- Using active listening, positive regard, and trust to provide an environment that is safe to work on nurturing issues (**therapeutic milieu**)
- Utilizing “teachable moments” by turning situations into learning opportunities to foster autonomy.
- Focus interactions with residents on values, not rules and promote discipline, not punishment.
- Spending 1:1 time with the youth and identifying areas of progress and developing a plan for areas needing improvement. Utilize at least 80 % of time with productive one on one time with the youth and 20 % of work time on unit expectations and paperwork.
- Develop, maintain and continually strive to enhance working relationships with referral sources, residents, Good Shepherd colleagues at all levels, families, and other stakeholders

2) Ensure Structure and Consistency: to provide safety and security to all residents.

- Read all emails, communication logs and unit boards to keep a brisk on resident's progress and program updates daily.
- Participate in all debriefing activities daily.
- Work collaboratively with the Lead Parenting Specialists to develop and follow unit schedule daily.
- Be familiar with treatment plans and residents' life goals.
- Remain active and engaged in programming and supervision at all times. Participating and engaging in all activities and groups.
- Be consistent with praise, expectations, and consequences.
- Orients each resident by explaining program expectations, reviewing resident handbook, and having an open-door policy for communication
- Completes all necessary paperwork as it pertains to the shift. Documentation or FAMCARE includes communication logs, progress notes, incident reports, CACFA sheets, bed/room checks, and any other paperwork needed to communication progress.
- Complete accurately any billable minutes within the progress note.
- Report any concerns regarding health, safety, or well-being of resident to appropriate authority (utilize concern forms)
- Conduct security and safety checks in search of contraband
- Utilize training and professional judgment and follow chain of command when needed

3) *Program Activities: Follow Program expectations to ensure positive outcomes and proper documentation*

- Be active in educational plans by encouraging regular daily attendance, assisting in transporting to and from school, participating and engaging in day programs. Participating in study hours daily, assisting residents with homework and preparing residents for tutor time.
- Facilitate, demonstrate and co-lead weekly structured life skill, goals/check-in groups and daily wrap-up groups as necessary.
- Assist in the preparation of meals and snacks.
- Transport residents to assigned/approved outings.
- Ensure all residents complete chores accurately.
- Perform general shift cleaning during each shift such as laundry, mopping, garbage removal, etc. In addition, complete any chores resident did not complete accurately.
- Promote environment conducive to addressing individual needs and goals by working collaboratively and in cooperation with all staff.
- Other duties as assigned/directed.
- Flexible with an ability to attend scheduled training courses and to work evenings, weekends and overnight shifts to meet program needs, with dependability being essential.

4) *Expectations: Effective parenting specialist will exhibit and adhere to the following:*

- Use appropriate and positive language and strength-based interactions.
- Be able to make sound judgments/decisions in crisis situations and under pressure.
- Provide positive praise and positive reinforcement.
- Interact with all people associated with the agency and associated with the resident's team respectfully and professionally.
- Attend all staff meetings, supervisory conferences and those required in-service trainings.
- Be flexible in terms of scheduling to meet the needs of the agency.
- Be able to accept changes in scheduled hours with sufficient notice.
- Attend all training courses as required by agency policy, licensing regulations and COA standards.
- Be on time for all shifts. Maintain a good attendance record. Contact the on-call personnel when calling off or tardy. Follow attendance policy.
- Be prepared to provide additional coverage in times where there is a call off or disaster.
- Be prepared to report to work in cases of inclement weather conditions.
- Report problems, concerns, and vital information to residential supervisors.

- Treating people fairly in a non-discriminating fashion and respecting the views of others
- Maintain appropriate boundaries with staff and residents
- Support and consult with team members, supervisors, and clinical team.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

- Must be at least 21 years of age
- Bachelor's Degree preferred. High School Diploma with some 10 years relevant experience with youth
- Support the teachings of the Catholic Church and actively work with colleagues from other departments making Good Shepherd resources available to all residents & client employment and be able to drive a diverse fleet of agency vehicles.
- Obtain MCCA medication administration certification within 60 days of employment.
- Able to learn and willingness to use crisis intervention techniques as trained through Safe Crisis Management.
- Attend Protecting God's Children within 60 days of employment.
- Obtain First Aid and CPR certification within 90 days of employment.

SKILLS & COMPETENCIES REQUIRED

- Easily adapt to change.
- Knowledge of technology.
- Ability to multi-task.
- Effective communication skills (e.g. verbal and written communication abilities).
- Active listening ability.
- Patience and adaptability.
- Positive role modeling.
- Ability to build positive relationships with youth/adolescents.

RESOURCES FOR WHICH ACCOUNTABLE

N/A

EMPLOYEE NAME

DATE

HR REPRESENTATIVE

DATE