



## **JOB DESCRIPTION**

**Job Title:** Pregnancy and Parenting Support Worker

**Ministry:** Good Shepherd Children and Family Services

**Reports To:** Pregnancy and Parenting Support Supervisor

**Date:** 2/2/2026

### **OUR MISSION**

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

### **POSITION SUMMARY**

The PPS Worker provides individual and family case management , counseling and educational services to pregnant women, their families and significant others with a primary focus on promoting healthy birth outcomes and enhancing parenting to ensure a safe, stable environment for the child/children. This position provides all services in accordance with the teachings of the Catholic Church.

This position is focused on serving clients residing in Jefferson County but may also serve families in St. Louis County and St. Louis City.

### **OVERVIEW & RESPONSIBILITIES**

- Reach out and engage new clients in a timely manner.
- Schedule and keep appointments with clients. Frequency of contact is individualized to the client. Optimally, clients should be seen at least bi-weekly and must be seen at least once a month.
- Maintain a caseload of up to 25 active clients.
- Engage the client in an assessment of areas of strength and need and create a service plan to guide service according to that assessment.
- Provide assigned clients with case management and counseling services to enhance the successful maintenance of the pregnancy and healthy birth outcomes for mother and child.
- Present and explore the birth options of parenting, adoption or guardianship with a relative and assist client in the decision making process to determine the best plan for her and her baby.



- Encourage involvement of birth fathers and other family members in services as appropriate and with the consent of the client.
- For clients choosing parenting, provide parenting education to clients using the Nurturing Skills Curriculum and other resources best suited to the client's needs.
- Assess clients need for concrete support services. Make community referrals as needed; access agency funds with supervisory approval only after exploring all other options.
- Coordinate with other service providers to link clients with needed community resources.
- Provide crisis intervention services when needed and be available for after hour's emergencies as they arise within reason.
- Assist with outreach efforts to raise awareness of PPS services and generate referrals to the program; represent the agency at community events towards that end as appropriate.
- Maintain the client record which includes documentation of all client related activities on prescribed forms in a timely manner.
- Complete data entry as required to assure accurate billing to ATA and other funders.
- Participate in regular supervision and seek consultation with supervisor as needed.
- Comply with all confidentiality and security standards imposed by HIPAA, COA, and other external bodies as well as those specified in internal organizational policies.
- Work collaboratively with co-workers.
- Participate in agency and departmental events that support the general function of the agency or program.
- Respond to all emails and voice messages promptly and courteously.
- Participate in agency peer record reviews as required.
- Attend Good Shepherd all staff meetings.
- Attend training to enhance competencies related to job position and ensure all required job related knowledge is acquired.
- The majority of this job is performed in the community. Therefore must be 21 years of age, possess a valid driver's license, reliable access to an automobile and valid automobile insurance is required.
- Perform other duties as assigned.

## **KNOWLEDGE & EXPERIENCE REQUIREMENTS**

Bachelor's degree from an accredited program of Social Work, Counseling or Psychology with 3 years experience; master's degree preferred. Thorough understanding of issues relate to pregnancy, birth and parenting. Working knowledge of community resources. An understanding of family systems, the impact of abuse and neglect; substance abuse; mental illness; poverty; grief and loss; and trauma on children and their families. Thorough understanding of the service requirements of the contracts and grants that provide funding for the PPS service.

## **SKILLS & COMPETENCIES REQUIRED**

- Excellent written and verbal communication skills.
- Non-judgmental attitude.
- Excellent assessment skills.
- Ability to work with a culturally diverse population.
- Ability to develop effective treatment plans.
- Ability to advocate for clients.
- Flexible schedule including availability on the evenings and weekends according to client's needs.
- Independently arrange a weekly work schedule to accommodate clients' and agency needs.
- Conflict resolution and crisis intervention.
- Ability to prioritize and organize needed tasks to be successful in the position.
- Ability to make independent decisions through application of common sense, data, and knowledge gained through training and education.
- Proven ability to utilize Microsoft office products (i.e. Outlook, Word, Excel, etc) and navigate various electronic databases. Sufficient typing skills required.
- Demonstrated commitment to the agency pro-life stance.



**GOOD SHEPHERD**  
CHILDREN & FAMILY SERVICES

A MINISTRY OF CATHOLIC CHARITIES

<b>RESOURCES FOR WHICH ACCOUNTABLE</b>
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EMPLOYEE NAME

DATE

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HR REPRESENTATIVE

DATE