

**HIBISCUS CHILDREN'S CENTER, INC.  
POSITION DESCRIPTION**

Position Title: Parent Coach

Program: SafeCare

Reports To: Licensed Clinical Supervisor

**POSITION FUNCTION/OVERVIEW:**

This position is responsible for identifying and assessing family needs; evaluating and ensuring necessary services are provided; providing in-home services to families in the SafeCare program an evidence-based, parent-training curriculum for parents of children who are at-risk for or have been reported for child neglect or physical abuse; linkage and referral to community resources; assisting and providing supportive counseling to individuals and families.

**PRIMARY DUTIES/RESPONSIBILITIES:**

- Ensure that services provided comply with contract and licensing requirements and internal quality assurance standards
- Provide SafeCare program services with fidelity to parents and children.
- Assess family dynamics and refer family for any individual, family, and/or child therapeutic services. Maintain a good knowledge and working list of therapeutic services in the community and work with the family to identify and meet the need for same.
- Perform case management duties and advocate on behalf of clients, coordinating with other community based services for needs of clients.
- Provide appropriate referrals for clients and assist in linkage to those referrals as necessary.
- Maintain complete, accurate and comprehensible records within a 24-hour time frame.
- Compile required reports on families on caseload and submit to supervisor in a timely manner.
- Maintain and adhere to all professional, ethical, moral and code of conduct guidelines at all times.
- Provide on call support as required or scheduled

This list of duties and responsibilities is not intended to be exhaustive. Hibiscus Children's Center, Inc., reserves the right to revise this job description as needed to comply with actual job requirements.

**QUALIFICATIONS REQUIRED:**

- Bachelors Degree in social work or related field preferred. A combination of education and experience may be substituted for a degree if enrolled as a degree-seeking student in related human service courses during employment.  
Two (2) years experience working with families with children
- Demonstrated interpersonal and communication skills

- Valid Florida Drivers License and proof of insurance
- Willingness and ability to travel locally, work a flexible schedule which includes evenings and possibly weekends.

**SKILLS:**

- Basic Computer skills to include Microsoft Word
- Excellent Communication skills – verbal and written
- Flexibility – ability to work in a variety of situations
- Organizational skills – ability to schedule activities and complete paperwork

**PHYSICAL REQUIREMENTS: (N=needed P=preferred)**

Sitting N Standing N Walking N Lifting N Carrying N Kneeling N Pushing/Pulling N  
 Bending/Stooping N Climbing n/a Reaching N Crawling/Crouching N Repetitive Motions P  
 Transporting P Other (describe \_\_\_\_\_  
 \_\_\_\_\_)

**I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Supervisor's Name (Print)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**