



Job Title: Parent Coach
Department: Prevention Program and Intervention Services
Reports To: Director, Intervention and Prevention Services
FLSA Status:
Prepared by: Insperity (th) **Date:** 9/7/22

Position Summary: Under limited supervision, the Parent Coach provides community based outreach, screening and other intervention services to pregnant and postpartum women with substance use disorders or who are at risk of developing substance use disorders. This position requires extensive travel across the greater Houston area and surrounding counties, including occasional evening and weekend hours based on client needs.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Provides community-based outreach, screening and other intervention services for pregnant and postpartum women with substance use disorders or who are at risk of developing substance use disorders.
- Provides services, referrals and case management activities based on assessments, to pregnant and postpartum females qualifying for services.
- Leads social parenting activities and parenting groups.
- Documents specified activities and services in the Texas Department of State Health Services (DSHS) and Clinical Management for Behavioral Health Services (CMBHS).
- Participates in scheduled training and meetings.
- Participates in program data collection and submission as needed, to meet project goals.
- Provides tracking data for sustainability.
- Maintains records and completes appropriate documentation.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: To perform the job successfully, an individual should demonstrate the following:

Communications – Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Conflict Resolution – Encourages open communications. Confronts difficult situations. Maintains objectivity. Keeps emotions under control. Uses negotiation skills to resolve conflict.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Education/Experience:

Bachelor's degree (B. A.) from four-year college or university in a behavioral health field of study; or LCDC or Qualified Credentialed Counselor; or two or more years related experience and/or training; or equivalent combination of education and experience. Qualified Credentialed Counselor (QCC) preferred. Completion of required training: Clinical aspects of pregnant/postpartum care, including communicable diseases associated with substance use/abuse; trauma-informed care, motivational interviewing techniques, and Fetal Alcohol Spectrum Disorders (FASD).

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Demonstrated skills working with Microsoft Office and web-based programs.

Certificates and Licenses:

Current counselor license from Texas Department of State and Health Services as a Licensed Chemical and Drug Counselor (LCDC) or Qualified Credentialed Counselor (QCC) such as Licensed Professional Counselor (LPC), Licensed Clinical Social Worker (LCSW) or Licensed Marriage and Family Therapist (LMFT); or appropriately supervised License Chemical Dependency Counselor Intern (LCDC-I), or Licensed Professional Counselor Intern (LPC-I), Licensed Marriage and Family Therapist Associate or similar license and qualifications. Requires current CPR and First Aid certifications. If driving on SMH business, must have a valid Texas Driver's License and provide proof of current insurance.

Supervisory Responsibilities:

Not applicable

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit and use hands to finger, handle and feel. The employee is frequently required to reach with hands and arms and talk or hear. The employee is occasionally required to stand, climb or balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision requirements include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor / Manager Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name