

# Parent Aide Coordinator – Full-Time

## About The Children's Healing Institute

Since 1988, CHI has been partnering with parents to ensure they have the skills, knowledge, resources, and confidence to create safe, healthy, and nurturing home environments for their children.

Our team is made up of dedicated individuals who are committed to making an impact. We place trust, integrity, teamwork and caring at the heart of what we do.

## Job Summary

Reporting to the Chief Program Officer, the Parent Aide Coordinator/Clinical Worker serves an important role in our agency's mission to prevent child abuse. As a member of our direct service team, this position provides child abuse prevention services and case management to families in Palm Beach County whose children are at a greater risk for child abuse/neglect. The primary duties include providing parent education, support, and case management in the homes of at-risk families. Duties involve home visiting (on-site services), travel, and occasional evening/weekend hours.

## Responsibilities and Duties

(Include but not limited to):

Direct service: assist in the management of referrals; screen and assess families for program participation; provide in-home parent education including: parenting skills, child development, nurturing, non-violent discipline, budgeting, anger management, stress management, etc.; maintain relationship with referral sources

Documentation: maintain complete and accurate documentation for all visits and contacts; assessments; monthly summary; family plan; and evaluations including pre/post testing; maintain, compile, and report program data as requested.

Communication: participate in monthly face to face supervision with and provide regular updates to the Chief Program Officer. Report any suspicion of child abuse/neglect to the Chief Program Officer

Must maintain knowledge of parenting curriculum, child development, non-violent discipline skills and child abuse prevention.

## Qualifications and Skills

- Master degree in Social Work or related field with 2 years' minimum experience or Bachelor degree in Social Work or related field with 5 years' minimum experience.
- Supervisory experience a plus
- Valid Florida driver's license
- Must pass background screen
- Experience in providing services to culturally diverse communities/families and the ability to be culturally sensitive/appropriate
- Must possess effective verbal and written communication skills

Pay: \$38,000.00 - \$42,000.00 per year

Benefits: Dental insurance, Employee assistance program, Flexible schedule, Flexible spending account, Health insurance, Health savings account, Life insurance, Paid time off, Vision insurance

COVID-19 considerations:

All employees and volunteers are expected to follow current CDC Guidelines. Agency maintains a supply of PPE (hand sanitizer, sanitizing wipes, masks).

Apply on [Indeed](#) or send resume and cover letter to [kdebay@childrenshealinginstitute.org](mailto:kdebay@childrenshealinginstitute.org)