

# Parent Aide Program Supervisor – 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 Supervisor serves an important role in our agency's mission to improve the lives of children. The Parent Aide Supervisor is responsible for the daily functioning and activities of the Parent Aide program in Palm Beach and Broward Counties, including mentor and participant recruitment and screening, mentor/staff training, matching, match monitoring/supervision, and providing parent education, support, and case management in the homes of at-risk families (as needed). Duties involve home visiting (on-site services), travel, and occasional evening/weekend hours. Supervisor will be required to meet the Elements of Effective Practice for Mentoring in the execution of duties.

## 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

Supervision/Program Management: conduct monthly face to face supervision sessions with Parent Aide staff; Monitor and support all matches; Maintain ongoing communication and relationship with referral sources and other providers; Monitor effectiveness of services; Oversee data collection and provide regular reporting of service and performance outcomes to the Chief Program Officer; assist in ensuring grant requirements are being met

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
- Bilingual - Spanish / Creole-speaking 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: \$56,000 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)