



The Center for the
Prevention of Child Abuse

35 Van Wagner Road
Poughkeepsie, NY 12603
Tel (845) 454-0595
Fax (845) 454-0129

thecpca.org

Position Title: Supportive Parenting Program Case Manager

Reports to: Supportive Parenting Program Coordinator

FLSA: Non-Exempt

NATURE OF WORK

Under supervision of the Supportive Parenting Program Program Coordinator work with clients in a group setting, and one-on-one case management including home visiting; correspond with other agency workers, and promote positive parenting skills. Collaborate with individuals, agencies, and institutions in the community to prevent child abuse.

ESSENTIAL FUNCTIONS

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Facilitate Parenting Classes at our on-site location and engage clients in case management; insure that all participants in the programs are treated with respect, understand the requirements for their participation in, and completion of the parenting program they are involved with;
- Maintain communication with OPWDD to insure that clients are receiving services, and meet the eligibility requirements;
- Maintain accurate client files with up-to-date information including intake packet, AAPI pre and posttests, confidentiality agreements, case notes, goal plans, and any other documentation needed to help clients successfully complete the program; ensure that all eligibility requirements are met and that proper documentation is acquired;
- Communicate with outside agency case managers regarding client progress, guide and train staff on appropriate confidentiality requirements when they are required to correspond with any outside individual regarding a client's involvement with the program; answer subpoenas for written records and appear in court when required

Our mission is to prevent child abuse in the Mid-Hudson Valley.



**Office of Children
and Family Services**





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- Communicate the Child Abuse Prevention Center, Inc., mission to the community at outside events; represent the agency at meetings, community events, and coalitions as deemed appropriate by the Deputy Director and/or the Executive Director

EMPLOYMENT STANDARDS

Associate's degree in Human Services or related field with 2 years of experience with case management and/or group facilitation, and developmentally disabled population in a non-profit setting preferred. Certification in the Nurturing Parenting Program. Must possess a valid Driver's License. Additional technical certifications may be required.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

Work is performed in an office environment and at various locations throughout Dutchess County; light physical demands; frequent use of a personal computer; driving to locations to conduct intakes, home visits, and staff training and supervision throughout DC.

DISTINGUISHING CHARACTERISTICS

Fluent in both English and Spanish preferred. Mandated Reporter certification. Knowledge of OPWDD

KNOWLEDGE AND SKILLS REQUIRED

Knowledge of:

- The Nurturing Parenting Program
- OPWDD (Office of People with Developmental Disabilities)
- Community resources and public health programs for appropriate referrals
- Child Development
- Child Abuse, Neglect, Maltreatment
- Substance abuse issues as they relate to effective parenting
- Domestic Violence and how it hinders effective parenting
- Case note writing and record keeping
- Confidentiality laws and regulations

Skills in:

- Excellent verbal and writing communication skills
- Operating a personal computer utilizing standard and specialized software

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- Effective time management
- Establishing and maintaining effective working relationships with co-workers, County workers, OPWDD, and staff from other agencies that may have a client in common

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