



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](http://thecpca.org)

**Position Title: Parent Empowerment Program Case Manger**

**Reports to: Program Director**

**FLSA: Non-Exempt**

### **NATURE OF WORK**

Under supervision of the Program Director facilitates the implementation of the Parent Empowerment Program according to the guidelines of the evidence based Nurturing Parenting Curriculum. 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 both at our on-site location and locations outside of the office throughout Dutchess County maintaining the integrity of the Nurturing Parenting Curriculum
- Maintain client files with up-to-date information including intake pack, AAPI pre- and post-tests, confidentiality agreements as well as all client related correspondences
- Maintain weekly up- to- date client attendance records and /or client case notes
- Maintain up-to-date knowledge of community resources to appropriately refer with appropriate documentation as needed should client disclose issues requiring professional attention
- Bring all client concerns and issues to the immediate attention of Program Director
- Field client calls regarding Parenting class sign-up, attendance etc.
- Return all phone calls, emails and fax requests in a prompt manner, ideally within 24 hours of receiving message or request
- Communicate with outside agency case managers regarding client progress
- Answer subpoenas for written records and appear in court when required
- Participate in all required staff/agency meetings

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



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- Attend conferences and/or training sessions as requested or required
- Keep current with new theories, issues and evidence based practices in parenting
- Flexibility with work schedule, ability to work evenings
- Assist with preparing of monthly, quarterly reports as required by the Program Director
- Communicate the Child Abuse Prevention Center, Inc., mission to the community at outside events

### **EMPLOYMENT STANDARDS**

Bachelor's Degree in Human Services or related field with 2 years of experience with case management and/or group facilitation. Associate's Degree with at least 5 years of experience with case management and/or group facilitation. Certification in the Nurturing Parenting Program. Valid Driver's License and proof of current valid insurance. 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 facilitate groups and home visits throughout Dutchess County.

### **DISTINGUISHING CHARACTERISTICS**

Fluent in both English and Spanish preferred. Mandated Reporter certification required.

### **KNOWLEDGE AND SKILLS REQUIRED**

#### **Knowledge of:**

- The Nurturing Parenting Program
- 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, record keeping, data entry
- Confidentiality laws and regulations
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**Skills in:**

- Excellent communication skills oral and written
- Ability to work with diverse populations in non-judgmental manner
- Proficient with Microsoft Office suite and database management
- Effective time management and exceptional organizational skills
- Ability to work with a team and independently
- Ability to multi-task

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