



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

## Supportive Parenting Program

### Case Manager

#### Position Description

Reports to: Supportive Parenting Program Coordinator

Hours: 35 hours per week (full-time)

FSLA Classification: Non-Exempt

#### Position Overview

Supportive Parenting Program Case Manager will facilitate education and intensive case management for parents with intellectual or developmental disabilities, and/or significant mental health or substance abuse diagnoses. The goal of the work is to maximize parental engagement and attachment with their children. Case Manager will advocate for parental rights and assist with achieving Individualized Treatment Plan goals while working closely with Child Protective Services (as needed).

#### Essential Job Functions

The following functions are not intended to serve as a comprehensive list of all tasks performed by this position but represents a summary of the primary duties and responsibilities. Incumbent may be required to perform additional, position-specific duties.

- Ensure clients receive high quality parenting supports and services in alignment with the evidence-based program requirements.
- Facilitate group parenting classes both in-person and virtually, as needed.
- Engage clients in case management; ensure that all participants in the programs are treated with respect, and are actively engaged in their parenting goals.
- understand the requirements for their participation in, and completion of the parenting program they are involved with.
- Participate in regularly scheduled case review meetings.
- Represent the Supportive Parenting Program in appropriate community forums.
- Maintain accurate client files with up-to-date and accurate information.
- Ensure accurate collection and completion of client data; completing all appropriate statistical and case tracking computer and paperwork.
- Work with other agencies involved with client's lives to coordinate, not duplicate, services

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

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Office for People With  
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Skills, Knowledge, & Abilities:

- Demonstrated track record of
- Ability to operate a personal computer and utilize common office software programs, including Microsoft Office
- Ability to learn new software and input data
- Excellent team player: able to build relationships and maintain positive working relationships with a variety of agency stakeholders.
- Excellent knowledge of child abuse dynamics and its impact on children.
- Strong organizational skills required.
- Ability to handle stressful situations calmly and professionally.
- Good moral character.
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

- a) Bachelor's degree in human services or related field with 1 year experience working with individuals with developmental or intellectual disabilities. Experience with mental health and/or substance abuse preferred.  
OR
- b) Associate's degree in Human Services or related field with 2 year of experience working with individuals with developmental or intellectual disabilities. Experience with mental health and/or substance abuse preferred.

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