



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 Coordinator

Position Description

Reports to: Executive Director

Hours: 35 hours per week (full-time)

FSLA Classification: Non-Exempt

Position Overview

Supportive Parenting Program Coordinator will report to the Executive Director, provide individual supervision to case managers, and oversee the facilitation of 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. The Program Coordinator will ensure that the program meets target outcomes, goals, and objectives, as well as 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.

- Supervise case management staff to ensure effective provision of services to clients.
- Assess training needs and refer staff to monthly training to build and maintain skills/expertise and adherence to standards for client confidentiality.
- Provide grant narratives and program reports for funding sources and seek additional funding opportunities.
- Ensure seamless operation and compliance with all pertinent contract standards
- 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.
- Facilitate regularly scheduled case review meetings.

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

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Office for People With
Developmental Disabilities





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- 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

Skills, Knowledge, & Abilities:

Demonstrated track record of

- Leadership
- 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.
- Ability to prepare budgets, operating reports and a variety of other reports relative to program activities
- Ability to communicate effectively both orally and in writing
- 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:

Bachelor's (Master's preferred) in Social Work, Psychology, Early Childhood Education, Nursing, Applied Behavior Analysis, Human Services, or a related field with at least (2) years of experience working with case management and/or group facilitation with individuals with developmental or intellectual disabilities. Experience with mental health and/or substance abuse preferred.

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