

📍 35 Van Wagner Road | Poughkeepsie, NY 12603

☎ (845) 454-0595

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Supportive Parenting Program

Case Manager

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.
- Complete home visits and reinforce class skills as part of the parenting program curriculum.
- Conduct intakes and assessments for clients including home assessments.
- Engage clients in case management; ensure that all participants in the programs are treated with respect, are actively engaged in their parenting goals and that they understand the requirements for their participation in, and completion of the parenting program.
- 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 for case monitoring.
- Complete progress reports/case updates as needed for internal and external stakeholders.
- Work with other agencies involved with client's lives to coordinate, not duplicate, services

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Skills, Knowledge, & Abilities:

- Ability to operate a personal computer and utilize common office software programs, including Microsoft Office and EHR/Case management software.
- 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.
- **Special Requirement:** This position requires an automobile, a valid NY State driver's license and proof of valid insurance.

Minimum Qualifications:

Associate's Degree (Bachelor's preferred) in Human Services or related field with (2) years of experience working with individuals with developmental or intellectual disabilities. Experience with mental health and/or substance abuse preferred.

What We Offer:

- Physical condition commensurate with the demands of the position.
- Medical & Dental Insurance
- Generous Paid Time Off, including 15 holidays, personal, and sick leave, and employee birthday
- A culture that supports healthy work/life balance
- A flexible schedule
- A friendly and collaborative workplace
- An opportunity to advocate for and make a difference in the lives of Hudson Valley's most vulnerable children and families
- Opportunity for remote/hybrid work

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