



Parenting Coordinator Job Description

30 hour/week, non-exempt

Prevent Child Abuse Athens (DBA: Brightpaths) is looking for a passionate, dynamic person to make a difference in the community by coordinating our Parenting program. You can impact lives and inspire change right in your own backyard. Brightpaths serves Clarke, Oconee, Oglethorpe, Madison, and Jackson counties. Parenting classes will be offered primarily in Clarke County, but classes may also be offered in surrounding service areas and/or virtually.

Essential Functions:

- Coordinate parenting and couples classes with facilitators, location, child care workers, food, etc.
- Develop relationships with community partners to offer multiple parenting classes at multiple locations and build a strong referral source.
- Lead parenting facilitator contractors to teach engaging, consistent, and helpful classes.
- Teach a class as needed (serves as a backup for facilitators).
- Coordinate multiple classes each week – Average of 4 classes/week
- Develop and maintain a relationship with each family and help design and implement a service plan to keep families engaged
- Provide additional support to parents outside of classes to develop a trusting relationship with families.
- Assist in the planning and implementation of appropriate curriculum for referred parents
- Recruit target parents to register for and participate in all classes
- Presents handouts and supplies needed for each session
- Administer and score a pre and post test assessment tool and tailor services according to the scores on the pre-test AAPI.
- Provide parents with information on development of limit setting, behavior management, household management, life-skills and communication and relationship enhancement when needed
- Train and schedule volunteers and childcare arrangements for each class.

- Organization and maintenance of client information and entry of case notes within 24 hours of service. Requirements: Recordkeeping and copying of necessary information, dissemination to appropriate individuals within the agency based on departmental requirements
- Enter information into required data systems timely for grants, contractors, and reports.

Performance/Physical Requirements:

- Excellent interpersonal and communication skills
- Interacts verbally with coworkers and representatives from outside agencies
- Organizational skills and attention to detail
- Excellent time management
- Self-motivated and able to keep deadlines for data entry for grantors
- Ability to lift 30 to 50 lbs

Qualifications:

- High school diploma required
- Four year degree in a human services field is preferred
- Must be 21 years of age with a valid driver's license, proof of auto insurance, and a safe driving record and reliable transportation
- Bilingual in English and Spanish is preferred but not required.
- Pass a background check

Apply at brightpathsathens.org/jobs

For more information or questions, please contact info@pcaathens.org