



Job Title: Parent Mentor Program Manager (Licensed Mental Health Professional)

Department: Parent Support Services

Reports To: Deputy Director

Status: Regular/Hourly/Non-Exempt

Hours: 20-32 hours per week

JOB SUMMARY:

The Program Manager provides individual and/or group supervision to a designated number of Parent Mentors in accordance with our contract with Sonoma County's Family Youth & Children Division (FY&C). This position is responsible for the daily administrative tasks associated with the program including managing referrals, overseeing data collection, and communication with community partners.

LICENSE REQUIREMENTS:

Licensed in the State of California as a Marriage and Family Therapist (LMFT), Clinical Social Worker (LCSW) or Clinical Psychologist (Ph.D. or Psy.D.)

ESSENTIAL FUNCTIONS:

- Responsible to recruit, hire, train and supervise all Parent Mentors.
- Provides weekly individual, group supervision and regular consultation to Parent Mentors. Provide additional support to Parent Mentors as needed in crisis situations or when urgent issues arise.
- Provide and/or facilitate ongoing training for Parent Mentors.
- Provide resources and guidance to help Parent Mentors strengthen the family functioning and overall child well-being of parents they mentor.
- Manage referrals and assign accordingly.



- Monitor Parent Mentors data input (client hours).
- Collect and report on outcome goals in accordance with the FY&C contract.
- Monitor Parent Mentors productivity and caseloads.
- Collaborate with FY&C for the maintenance, monitoring and evaluation of the Parent Mentor Program.
- Other duties as assigned.

ESSENTIAL COMPETENCIES:

- Knowledge of the Child Welfare System is preferred.
- Demonstrated competencies in understanding of child abuse, domestic violence, family dynamics, cultural influences and trauma.
- Demonstrated knowledge and understanding of the impact of trauma on people and how it influences behaviors.
- Demonstrated competencies in continuous improvement, continuous learning, accountability, and teamwork.
- Interpersonal skills: cooperates and collaborates effectively. Displays a professional demeanor. Promotes a cohesive, team-oriented environment. Ability to work effectively with a wide range of personnel and clients in a diverse community.
- Communications: expresses ideas clearly, concisely and effectively, both orally and in writing. practices effective listening skills and communicates using a non-judgmental, strengths-based approach. Positively represents CPI to clients, employees, and outside contacts.
- Demonstrated time management and organization skills.



KNOWLEDGE, SKILLS AND EXPERIENCE:

- Minimum of two (2) years experience as a mental health clinician skilled in working with a wide range of child and adult mental disorders including crisis management.
- Minimum of two (2) years experience working with children and their families with histories of abuse and trauma.
- Experience in supervising others/team preferred.
- Experience in a social service or non-profit mental health agency.
- Knowledge and understanding of professional legal and ethical obligations.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Bilingual (Spanish/English) preferred, but not required.
- Basic computer skills including email, Microsoft Office Suite, Google Drive, etc.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies)
- Prolonged sitting and working on a computer and telephone.

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.