

**KENNETH YOUNG CENTER (KYC)  
HUMAN RESOURCES  
JOB DESCRIPTION**

**PART-TIME PARENT SUPPORT SPECIALIST  
BEHAVIORAL HEALTH: CHILD & ADOLESCENT DIVISION**

**Position Grade: 4**

**Job Scope:** Works with families and community based systems to provide in-home services. These services are on a planned, regular basis and may also be on an emergent, as needed basis. Assistance in coaching and training parents of emotionally disturbed children and adolescents will include but are not limited to addressing specific needs of the child using evidenced based parenting models, providing case management and intensive family based services.

**Essential Functions:** The work environment characteristics, responsibilities, and competencies described here are representative of those an employee encounters and is required to perform while meeting the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I. Responsibilities**

- A. Provide in-home and community-based support and coaching to parents of children and adolescents with severe emotional or behavioral disorders. These services may be on a planned, regular basis or on an emergent, as needed basis. These services will include but are not limited to:
  - 1. Coaching and training of parents to address specific needs of the child using evidenced based parenting models.
  - 2. Support of the guardian as they parent their child or adolescent
  - 3. Gather and analyze information from parent(s) and team members to assist in developing a service plan to meet family's needs.
  - 4. Assisting the parents in navigating educational, state and community resources
- B. Documenting service provision for the chart
- C. Consultation and collaboration with other clinical staff to address meeting service needs of client
- D. Participate in biweekly supervision with Manager or designee
- E. Participate in staff trainings and development seminars.

**II. Performance Expectations**

- A. Work cooperatively with other Child and Adolescent team members to assure clients timely access to quality services.
- B. Meet agency quality and compliance standard by accurately completing clinical documentation and service reporting in a timely manner.
- C. Participate in program evaluation and development of service options that best address client needs.

- D. Working cooperatively with other Center teams and programs to maintain smooth continuity of care when cases are shared across teams.
- E. Familiarity with and utilization of outside resources as needed to provide comprehensive services to clients.

### **III. General Competencies**

- A. Promote positive image of KYC with all contacts (customers)
- B. Exhibit high quality work
- C. Be a productive member of the staff
- D. Demonstrate cooperation
- E. Take the initiative to act on own
- F. Use excellent judgment
- G. Communicate clearly
- H. Make use of supervision
- I. Contribute to development of a culture of care

### **IV. Core Competencies**

- A. Provide Care Planning Coordination and Treatment Services
- B. Establish therapeutic relationship with parents
- C. Knowledge of the affects of mental illness on children and adolescents

### **V. Education and Experience**

- A. Baccalaureate degree from an accredited college or university in social work, psychology or a related discipline or the equivalent education and experience to be classified as a RSA or MHP under Rule 132
- B. At least two years experience working with children, adolescents or their parents in a social services setting. Previous experience with parent education and/or home visits preferred.
- C. Must work a flexible schedule in response to the needs of parents served including evening and weekend hours
- D. Must travel to clients' homes, have reliable transportation and a good driving record.

### **VI. Work Environment**

- A. While performing the duties of this job, the employee will occasionally work in an office setting
- B. Majority of the employee's time will be spent in the community, driving to and from client's homes to perform crisis screenings and family based services.
- C. While in transit, the employee may experience changing road and whether conditions
- D. In conducting, screenings and follow ups with the family, an employee may be exposed to varying home conditions.

### **VII. Travel Requirements**

- A. While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

- B. While conducting external KYC business or traveling between clients homes, the employee may be exposed to fumes or airborne particles as well as changing weather and road conditions.
- C. The employee is required to travel by automobile to and from client homes within the catchment area for appointments.
- D. Will be required to drive daily for meetings and/or client homes. Will work in varied residential environments based on assigned caseload.

#### **VIII. Physical Demands**

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- B. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and to reach with hands and arms. The employee is frequently required to stand, talk and hear.
- C. The employee is occasionally required to carry, move, or transport employee files, records or other objects weighing as much as 50 lbs.
- D. The employee is regularly required to drive in the community and must be able to use their faculties to drive safely and in compliance with Illinois laws

#### **IX. Chain of Authority**

- A. Reports to the Manager of Prevention & Behavioral Support Services

#### **X. Schedule**

- A. Part Time, Hourly, 15-25 hours per week
- B. Must be willing to work a flexible schedule in response to the needs of the target population including evenings and Saturdays.
- C. Time Keeping – Accurately record hours worked in the electronic timekeeping system (on a daily basis when possible) in accordance with the timekeeping policy and practice.

*Kenneth Young Center is an Equal Opportunity Employer*

***Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.***