

Job Description

Title: CIS Parent Skills Trainer

Summary:

The CIS parent skills trainer can be a masters level clinician or a community service staff member with a bachelors degree that is supervised by a masters level clinician and has received training in the T.I.P.S program. The skills trainer is brought into the home to help the parent develop new parenting skills and enhance the one's that the parent already possesses. The skills trainer is to meet with the parent once a week for 45 to 60 minutes. The focus on the session will be parenting skills. The skills trainer should also at a minimum of once a week meet with parent and child for minimum of 30-45 minutes to observe the parent putting skills into practice. During this time the skills trainer is there to observe, model, coach and direct if needed. Notes from weekly observation will be reviewed at the next parent sessions. CIS Parent Skills Trainer is to be completed in 13 weeks.

Duties and responsibilities:

1. Monthly supervision with the CIS supervisor
2. Attend quarterly team meetings with CIS Coordinator and other team members
3. Complete required documentation according to established time frames
4. Plan, implement and conduct all client care services in conjunction with supervisor.

Minimum Job requirements:

Skills trainer must at a minimum have a bachelors degree in human services or a related field and experience working with children, youth and families or parents.

Knowledge, Skills and Abilities required:

- Valid driver's license , proof of insurance and access to reliable transportation
- Ability to work a flexible schedule, work with limited supervision
- Ability to foster a cooperative work environment
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community.
- Knowledge and understanding of all facets of professional client care within are of expertise.
- Ability to maintain client confidentiality and adhere to HIPAA standards and policies
- Ability to maintain quality standards
- Ability to use independent judgement and to manage and impart information to a range of clientele.