

Visiting Coach Swissvale Office

Division: Holy Family Institute

Reports to: Supervisor In Home/Visiting Coach Program

Hours: Full-time. Work evenings and some weekends. Must show flexibility in scheduling to satisfy the needs of the clients.

General Statement of Duties: The Visit Coach provides strength-based coaching for parents centered on the needs of the child during supervised visits in the parent's home, in the community or at the HFI Coached Visitation House. The Visit Coach provides service planning, counseling, parent education, case management, risk assessment, facilitating family communication and identifying mental health risk and services for both children and adults.

Essential Functions:

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Establish goal plans for the visits.
3. Ensure that all services are based on the goal plan.
4. Adhere to the fidelity of the Supervised Visit Coaching Model.
5. Visits are scheduled promptly after receiving a case.
6. Provide a minimum of 30 hours a week of direct/indirect time with clients
7. Complete all required documentation including data collection.
8. Collaborate with CYF by attending Conferencing and Teaming Meetings, court reviews and other meetings as needed.
9. Know and comply with agency Quality Improvement activities.
10. Follow office and agency HIPAA procedures.
11. Maintain knowledge and follow responsibilities mandated by the Child Protective Service Laws.
12. Attend mandatory trainings.

Minimum Qualifications:

Bachelor's Degree in Social Work or related field with two or more years of experience working with children and families. Excellent written and verbal communication skills. Must be able to engage clients and help families. Knowledge of accreditation/regulatory bodies such as COA, DPW, etc. Demonstrated ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices. Demonstrates ability and knowledge of average computer skills utilizing Microsoft office and Office 365.

Must have Act 33/34 and FBI clearances and valid PA driver's license Must possess a valid Pa. driver's license, vehicle and maintain required insurance. All services are provided to clients in-home during working hours. Must have reliable transportation and use of a car during working hours. EOE

Please visit www.hfi-pgh.org/careers to complete the online application.