

Job Title: Parenting Case Manager/Health Educator

Reports to: Program Director

Pay/Hours: Pay \$13 - \$17/hr DOE, 40 hours per week

Location: Northwest and Southwest Maricopa County

Overview of Responsibilities and Duties:

The Parenting Case Manager/Health Educator is responsible for providing a trusting, open and non-judgmental relationship with all teens and their families to foster positive parenting skills. This relationship is built upon numerous hours of case management, educational support, telephone monitoring, collaboration, compliance, and mentoring. The relationship the Parenting Case Manager/Health Educator creates for TOPS clients in the beginning sets the precedence throughout the client's time in the program.

Bachelor's degree in Public Health, Behavioral Health/Psychology, Social Work or a related field, Arizona Fingerprint Clearance Card, and a current CPR certification are required.

Primary Responsibilities:

- Facilitate Proactive Teen Parents (PTP) classes and schedule make-up classes as needed
- Facilitate healthy relationships, life skills and pregnancy prevention classes for pregnant and parenting teens
- Facilitate weekly support groups and monthly special events
- Participate in partner related activities at the Care1st Avondale Resource and Housing Center
- Maintain appropriate contact with Fatherhood Facilitator, Pregnancy Case Manager/Health Educator and/or Nurse Educator to provide optimum client care
- Conduct Initial Needs Assessment
- Set goals with clients and provide ongoing advocacy and support for clients to achieve goals
- Make referrals for services in the community, including family planning
- Promote TOPS programming in the communities we serve
- Maintain and keep all current client information in both the TOPS database and hard copy client files
- Maintain compliance and follows all TOPS policies
- Provide additional support and mentoring as needed
- Encourage compliance with Pediatrician
- Attend meetings and trainings as required
- Other duties as assigned

Additional Responsibilities:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.