

MENTAL HEALTH ASSOCIATION OF NEW YORK CITY, INC.

JOB DESCRIPTION

**DEPARTMENT / PROGRAM:** Department of Children and Families/ Circle of Security Parent Coaching Department

**TITLE OF POSITION: PARENT COACH – Bilingual Spanish \*\***

**Role and Responsibilities**

The Parent Coach Position requires a person to deliver classes in the community and carry out all the tasks leading to a high registration and graduation rate.

**Preferred Skills**

- Proven oral and written communication skills
- Organized and reliable to follow through on multi-faceted tasks related to teaching classes and graduating parents
- Accountable for valuable equipment, program supplies, metro cards and petty cash.
- Able to benefit and contribute to supervision

**Duties:**

Reports to Senior Coach:

- Submits written reports per class on a daily basis
- Communicates all organizational needs and issues related to parenting classes
- Have the ability to run up to 11 classes per week
- Facilitate parent registration for each class by sitting with parents to complete the registration form and sign needed consents.
- Promote attendance and completion of classes by calling enrolled parents on a weekly basis to check in about assigned homework, any documentation they need and confirm attendance for the following week
- Maintain supplies of metro cards, water and snacks for at least a two week period and communicate needs for replenishment to supervisor as soon as possible.
- Attend all trainings, weekly staff meetings, and supervision.

**Qualifications and Educational Requirements:**

**Education:**, Must be a Certified as a Circle of Security Parent Coach, Minimum of a High school diploma or GED

**Experience:** Must have raised children and not have an indicated ACS case on record.

**Language:** Be literate in English and be fully Bilingual (Spanish)

**Skill set:** Solid verbal and written communication skills, be organized and reliable, responsible for valuable equipment, metro cards and petty cash.

**Documents required:** Circle of Security Certificate, Government issued photo ID and Social Security Card.

Please send resume via email to:

[amora-vargas@mhaofnyc.org](mailto:amora-vargas@mhaofnyc.org)

Please Include on your email subject line: 'COS Parent Coach'

