

JOB DESCRIPTION

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

**Title of Position:** Senior Parent Coach

**Role and Responsibilities**

The Senior Coach position requires a person having been successfully trained in the Circle of Security Parenting Model (COS), has experience in teaching COS classes with all the responsibilities associated with reporting, maintaining site relations, communication with parents, caseworkers and communicating regularly with the project coordinator. The Senior Coach is responsible to execute classes in the community when Parent Coaches call out sick and to support Parent Coaches in all the tasks leading to a high registration and graduation rate.

**Qualifications and Education Requirements**

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

**Experience:** Must have taught at least one full cycle (8 weeks) of a Circle of Security parenting series.

**Language:** Be literate in English

**Skill set:** Solid verbal and written communication skills, be organized, manage time commitments, responsible to oversee the assignment of valuable equipment, program supplies, metro cards and petty cash.

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

**Preferred Skills:**

Proven oral and written communication skills,

Organized and reliable to follow through on multi-faceted tasks related to supervising staff and managing all class details

Accountable for valuable equipment, program supplies, metro cards and petty cash.

Able to benefit and contribute to supervision and training

**Duties:**

- Collect all original sign-in sheets and receipts (attendance and metro card, food receipts if required) from Parent Coaches to reconcile on a weekly basis.
- Collate attendance information into a report per site for the Project Coordinator and Mental Health Consultant weekly.
- Review weekly narrative submitted by Parent Coaches to assess site performance, parent stability and staff needs.
- Reconcile petty cash with agency, replenish snack and metro card supplies with each coach/site
- Provides weekly (daily if needed) status checks for each Parent Coach on classes: enrollment/attendance, special needs/issues regarding parents/children at the site.
- Communicates to Project Coordinator all organizational needs and issues related to parenting classes regarding: registration, site, parents, equipment and supplies.
- Responsible to teach class when Parent Coaches call out when possible
- Supervise possession of assigned equipment (cell phone, DVD players, projector, speakers)
- Conduct weekly staff meetings with all Parent Coaches (Fridays) and abide by supervision format to cover: reporting out; role play to hone group facilitation skills; system education/presentation, identify all elements effecting/contributing to attendance/graduation
- Attend all staff trainings and weekly meetings
- Submits monthly reports to Program Coordinator
- Reports to Program Coordinator

**Please send resume via email to:**

**amora-vargas@mhaofnyc.org**

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