

## JOB DESCRIPTION

Job Title: Parenting Coordinator

Status: Full-Time, Salaried, Grant Funded

Salary: \$45,760

To Apply: Cover Letter and Resume to [officemgr@aedv.org](mailto:officemgr@aedv.org)

The Parenting Coordinator provides support and advocacy services to survivors of domestic violence and their children. This position is primarily responsible for the management and implementation of services to residents of the domestic violence shelter program:

### **Child and Family Advocate Responsibilities**

- Provide needs assessment/intake to residents (parents) in the shelter and develop a goal plan to reduce stress and increase positive communication between parent and child
- Guide residents through parenting curriculum
- Tailor weekly goal sessions to focus on positive parenting skills, i.e., nurturing, structured routines.
- Coordinate with schools, social service agencies, medical personnel, and community organizations to ensure wrap around services and make needed referrals; assist with any/all paperwork and necessary applications
- Input data for recordkeeping and reporting purposes
- Provide guidance and role modeling for families
- Act as agency liaison with Prevent Child Abuse Nevada (PCAN) for meetings and events

### **Administrative Responsibilities**

- Provide case management, maintain computerized/manual confidential records and files
- Assess client feedback and utilize information where appropriate
- Meet goals and objectives of funded scope of work as well as grant required reporting
- Attend and participate in staff meetings and trainings as requested
- Communicate with members of the public when requested
- Operate office equipment and utilize Microsoft Office software
- Participate in staff meetings, trainings, and retreats
- Follow agency policy and procedures, maintain confidentiality and professional code of ethics
- Assist in any capacity with agency wide fundraising efforts
- Perform other duties as assigned

### **Qualifications**

- Be dependable and flexible
- Require minimal supervision
- Meet deadlines and take initiative and set priorities while remaining flexible to change
- Able to work in a hectic environment (at times)
- Work collaboratively with colleagues within and outside of AEDV
- Interact and engage with clients, staff, and volunteers in a professional manner
- Communicate and demonstrate a professional image/attitude

- Maintain current, valid driver's license, insurance with the ability to operate company vehicles
- Site for at least 4 hour durations, stand for at least 3 hours per day, push and pull 30+ pounds, talk and be heard on telephone
- Bi-Lingual (English/Spanish) helpful, not required

**Education/Experience**

Previous experience working with survivors, in crisis intervention or with non-profits is a plus but not necessarily. Please highlight education and experience.

If you are interested in helping effect positive change, please send a cover letter expressing why you would be a good fit for this position and your resume to [officemgr@aedv.org](mailto:officemgr@aedv.org).

AEDV is an equal opportunity employer and value diversity at our organization. We do not discriminate on the base of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status or disability status.

**Skills**

Organization of time, accountable computer knowledge, follow curriculum, self starter, accurately input data, sign confidentiality, work in office environment, above average competency