



KNOWLEDGE QUEST POSITION DESCRIPTION

JOB TITLE: Site Director/
Parenting Coach
DEPARTMENT: Universal
Parenting Place
SALARY RANGE: 50k - 60k

REPORTS TO: Dir. of Programs
STATUS: Exempt
CREATED DATE: 03/01/2015
REVISION DATES: 04/01/2019

POSITION SUMMARY

The Site Director oversees the functions of the Universal Parenting Place (www.theupps.org) site at Knowledge Quest (www.knowledgequest.org) and will provide direct therapeutic services to parents and caregivers with the goal of reducing the impact of toxic stress and adverse childhood experiences within families.

KEY RESPONSIBILITIES

- Conducts individual, family, and group counseling sessions while maintaining a welcoming and non-judgmental environment.
- Educates parents and families on the importance of healthy and restorative parenting techniques along with the potential impact of toxic stress and Adverse Childhood Experiences (ACEs) on the developing brain of a child.
- Plans family-centered therapeutic groups and activities.
- Assesses client needs and makes appropriate referrals to external agencies.
- Maintains accurate and confidential records of visits, activities, counseling sessions, and other services provided to clients.
- Promotes the services of the Universal Parenting Place to parents served by Knowledge Quest programs and the broader community.
- Generates monthly reports tracking daily activity, events, and counseling sessions.
- Oversees outreach, marketing, and therapeutic initiatives.
- Facilitates a case presentation quarterly during the monthly clinical meetings.
- Creates and encourages a team-oriented environment and establishes trusting relationships with parents that build on strengths and encourage constructive parenting.
- Works in collaboration with other Site Directors to create a culture of cohesion and interdependence between all of the UPP sites.
- Supervises UPP support staff and manages the daily operations of the site.
- Manages a formal evaluation tool for effectiveness of services offered.

UNIVERSAL PARENTING PLACE



- Implements therapeutic model and clinical protocols instructed by direct supervisor and/or UPP Site's Clinical Coordinator.
- Consults with the Hospitality and Community Outreach Coordinator to discuss observed behaviors of children in waiting areas and child care situations and incorporates observations into the development of positive strategies for parents.
- Documents clinical impressions and observations of all therapy sessions within 24 hours of session; completed in the provided data entry software program.
- Performs other duties as assigned or directed by the Director of Programs or Clinical Coordinator.

JOBS THIS POSITION DIRECTLY SUPERVISES

Universal Parenting Place Hospitality and Community Outreach Coordinator

POSITION REQUIREMENTS

Education: Master's Degree in Social Work or Counseling

Experience: 1) Five (5) years of post-graduate experience preferred including experience providing direct serviced to parents and families; 2) experience working with issues of toxic stress and intergenerational trauma; 3) knowledge of community resources; 4) an understanding of child development and behavior interventions; 4) experience utilizing electronic medical records for documentation and communication within a clinical team; 5) leadership/supervisory experience

Licenses or Certifications: Licensed in the State of Tennessee as Licensed Clinical Social Worker or Licensed Professional Counselor with Mental Health Services Provider designation (LPC/MHSP), or fully licensed in another state with eligibility to become licensed with an aforementioned designation in Tennessee.

PHYSICAL REQUIREMENTS

Work requires the physical demands of standing, bending, lifting or performing other work requiring light physical exertion, up to 30lbs, on an intermittent basis, in addition to digital dexterity.

ENVIRONMENTAL CONDITIONS

Work is performed under normal working conditions as in a standard office environment.

Please submit resume; salary history and three professional references to hr@knowledgequest.org

Equal Opportunity Employer