

**Madonna Place, Inc.
Fatherhood Initiative
Norwich, CT**

This is a great opportunity to help fathers and children in the Fatherhood Initiative program of Madonna Place in Norwich, CT. The ideal candidate will have professional experience working with families and children, expertise in early childhood, group facilitation, conflict resolution skills, and experience with crisis intervention. Bilingual skills required.

Madonna Place is an EOE/AA agency, veterans encouraged to apply.

Program: Fatherhood Initiative (FHI)
Position: Bilingual Case Manager/Group Facilitator
Report to: FHI Program Manager
Hours/week: 37.5 hours per week
Salary: \$18 to \$18.50 per hour (non-exempt)

Requirements:

- Associate's Degree in Human Services/related field required; Bachelor's Degree preferred
- 2+ years' experience working with vulnerable & diverse families & children required
- Fluent in speaking and reading/writing English and Spanish
- Must possess basic skills in MS Office Products (i.e., Word, Excel, Access & Outlook)
- State Driver's License and Auto insurance required
- Full Time position; Hourly (Non-exempt); Standard benefits package

Responsibilities:

- Complete intake documents and a family development plan with the father and family
- Provide supportive services needed to compliment the family's resources
- Provide advocacy services to assist fathers in overcoming the barriers that prevent a meaningful relationship with their children
- Provide parent education, mediation and group facilitation
- Conduct related literature and information searches
- Conduct home and community visits as needed
- Refer families to outside agencies or services; collaborate with outside providers
- Provide support and education which improve parenting skills, teach fathers about child development and promote positive parent-child relationships
- Provide Crisis Intervention on an as needed basis, including nights & weekends
- Assist in research and preparation with fathers regarding job search and employment
- Maintain collaborative relationships with primary caregivers and community services
- Encourage fathers to improve their support system and utilize community resources
- Assist parents to problem-solve and self-advocate for their families
- Maintain paper & computer records of client services provided in a timely manner
- Attend all meetings as required by funders or agency
- Provide safe transportation for children and families as mandated by the agency and all applicable laws
- Follow the National Assn of Social Workers (NASW) Code of Ethics with regard to professional boundaries, client confidentiality and other professional ethics
- Direct case management; keep track of statistical data

Agency Expectations:

- Participate in all individual and group supervision, team meetings and ongoing training
- Exhibit consistent attendance, punctuality and responsible use of personal time with consideration of client/program/agency needs
- Educate and market program to staff and general public
- Attend all meetings as required by funders or agency
- Participate in professional and educational opportunities
- Ensure program services are culturally competent
- Contribute positively to agency and staff morale
- Participate in agency events
- Comply with all agency policies and procedures as well as all State & Federal laws
- Perform other related duties as required