

Job Description

Job Title: Pregnant Post-Partum Intervention Case Specialist

Classification: Full Time Non-Exempt

Reporting Supervisor: PPI Program Manager

Positions Supervised: None

Job Qualifications:

1. Bachelor's degree from an accredited college or university is preferred; but not required.
2. Must pass a background check and drug screen.
3. PPI Case Specialist must have a MLSW, or LCDC (Intern), LPC (Intern), LMFTA or similar certification, be a QCC or have 2 years case management experience in a social work- related field.
4. Knowledgeable in all clinical aspects of pregnant post partum care including communicable disease with substance use and abuse.
5. Demonstrate the ability to addresses health concerns and risks associated with substance abuse and address health concerns to target population.
6. Experienced in the use of counseling skills associated with Motivational Interviewing Model, including how to implement guidelines associated with Prochaska- Di Clemante Stages of Change.
7. Experience in effective communication skills in order to reduce the incidence of drug exposure of pregnant post partum population unborn, newborn and young children to facilitate a healthy lifestyle for all participants.
8. Ability to demonstrate effective problem-solving skills, as well as written and verbal communications skills.
9. Valid Texas driver's license and continuous proof of automobile liability insurance.
10. Ability to operate computers, general office machines, and general office equipment.
11. Ability to lift a minimum of 30 pounds.
12. Ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs.

Position Expectations:

1. Maintain and develop formal cooperative agreements with service providers and organizations that regularly serve adult or adolescent females with or without dependent children, including but not limited to Child Protective Services (CPS), TANF programs, WIC offices, hospitals, STD, prenatal, and pediatric clinics, mental health and domestic violence centers.
2. Ensure a full continuum of care and document services provided directly or through collaborative agreements and case management with other service providers.
3. Provide on-site, gender specific, community-based outreach, intervention, motivational counseling, case management, treatment referral and continuing care for pregnant and post partum women with substance abuse problems.
4. Provide curriculum-based education in the areas of reproductive health, effects of ATOD on fetal development, parenting, fetal and child development, and family violence/safety.
5. Assist in promoting special events and publicizing the agency's services.
6. Provide substance abuse screening and assessment.

Job Description

Job Title: Pregnant Post-Partum Intervention Case Specialist

7. Provide counseling services that address gender-specific issues including relationship, parenting and sexual and physical abuse.
8. Provide children's services, either directly or by referral to address any delay specific substance exposure and promote positive child interaction and other positive child outcomes.
9. Provide counseling and other supportive interventions to address children's identified developmental, emotional or psychological needs.
10. Provide services and referral coordination with specialized female service treatment resources.
11. Implement evidence based intervention curricula to fit with overall program design.
12. Provide individual and group crisis counseling.
13. Initiate and maintain regularly scheduled monitoring of documentation, programs activities related to out-come base goals and objectives.
14. Maintain open and on-going communication between team members, management, and the community.
15. Coordinate programs and activities with other staff and/or community agencies to deliver services effectively and efficiently.
16. Attend monthly/weekly meetings as requested by management.
17. Submit end-of-the-month stats to the PPI Program Manager.
18. Notify PPI Program Manager of problems and/or when unable to report for scheduled activities. If the PPI Program Manager is out, notify the Executive Director or his/her representative.
19. To continue education through workshops and trainings.
20. Complete all job duties in compliance with COADA-CB policies and procedures and DSHS Standards.
21. Work flexible hours as needed to complete job expectations.
22. Responsible to understand and follow agency communication chain of command.
23. Responsible to understand job position boundaries. If the employee is uncertain if they are authorized to perform, or represent the agency in an activity and/or function, they are to contact the Executive Director for clarification prior to taking any action. If the Executive Director is out, contact the Executive Director's representative.
24. Other duties as assigned.

I have been provided information regarding insurance coverage.

I have been informed about personal risks and liabilities with this position.

I have read and received a copy of the job description for my position.

I have been given a copy of The COADA - Coastal Bend's policy and procedure manual.

Date

Signature