



Job Title:	Family Coach	Job Category:	Exempt
Department/Group:	Counseling Services Department	Job Code/ Req#:	13139
Location:	Madison County	Travel Required:	Travel is required
Level/Salary Range:	\$21.78 - \$29.70 hourly	Position Type:	Full-time
Reports to:	BHIS Supervisor	Date posted:	
	BHIS Department	Posting Expires:	Open until filled

Applications Accepted By:

FAX OR E-MAIL:

515.243.2248 or humanresources@life-lineresources.com

Subject Line: Family Coach

Attention: HR Department

MAIL:

Human Resources Department

P.O. Box 4187

Des Moines, IA 50333

Job Description

ROLE AND RESPONSIBILITIES

Family Coach provides Behavioral Health Intervention Services (BHIS) by educating clients and parents on healthy ways to manage the children’s mental health needs preferably within the natural family environment. Family Coach will teach children and their families in using healthy coping and communication skills. Family Coach will instruct families in coping with stresses involved in dealing with children’s behaviors. Family Coach will assist the family and child in gaining understanding of the youth’s mental health needs. Family Coach will assess family dynamics, including family strengths and presenting problems. Family Coach will collaborate with families and involved parties to ensure long term success with families and provide progress reports on child’s improvement.

Family Coach develops healthy working relationship with parents and maintain consistent contact with child and families. Family Coach is responsible for attending weekly supervision and monthly staff development and departmental meetings. Family Coach is expected to complete documentation of service provision in a timely fashion. Adheres to accreditation and compliance standards/guideline. Must obtain 24 hours of child mental health training hours the first year of employment and 12 hours of child mental health training each consecutive year of employment thereafter.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Qualified applicant must possess the following:

- Bachelor degree in social sciences field, plus one (1) year of experience in child mental health services or 20 hours of child mental health training; or
- Bachelor degree in non-social services field, plus two (2) years of experience in child mental health services or 30 hours of child mental health training.
- Have knowledge and experience in the treatment of children with mental health needs, including those with Serious Emotional Disturbances (SED)
- Have knowledge and experience in teaching skills in Coping, Communication, Healthy Relationship, Social, and Age Appropriate abilities
- A strong knowledge and understanding of the existing local array of services and community resources available to families.
- Must pass child abuse, dependent adult abuse, sex offender and criminal records checks
- Current automobile insurance coverage meeting Iowa’s mandatory insurance laws with acceptable driving record including a valid State of Iowa motor vehicle license
- Exceptionally effective organizational, written, listening and verbal communication skills
- Computer skills including spreadsheet (Excel) and word processing (Word) programs, and e-mail at a highly proficient level
- Excellent time and stress management skills
- Attention to detail and high level of accuracy
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

Approved By:	Vince Kelly, Owner	Date:	5/23/2011
Applicant Name:		Reviewed Date:	



Life-Line Resources, LLC Employment Application Attestation Form

I, the undersigned, attest that I:

1. Have received a copy of the relevant job description for the position I am applying for and I am capable of performing the essential functions of this position with or without accommodation.
2. Do not presently use illegal substances and if asked to perform a drug test, there will be a lack of illegal substances in the results.
3. That, if applicable to the position, possess valid licensure required and do not have a history of loss of license.
4. That, if applicable to the position, possess valid licensure required and do not have a history of loss or limitation of privileges or disciplinary actions.
5. Do not have any current or past adverse actions that may present risk management concerns including:
 - Malpractice Actions
 - Insurance Cancellations
 - Criminal Convictions
 - Medicare/Medicaid sanctions
 - Ethical Violations

I certify that the information above is accurate. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I understand my employment status will be contingent upon the satisfactory completion of a post offer drug screen and acceptable results of licensure, and Office of The Attorney General and criminal checks.

Signature of Candidate

Date