



Department of Counselling Services

Cayman Islands Government

JOB DESCRIPTION

Job Title: Parenting Practitioner II

Grade: L

Jobholder: Vacant

Reports to: Clinical Supervisor (FRC)

Portfolio/Ministry: Ministry of Health, Environment and Sustainability

1. JOB PURPOSE

The post holder will assist with the delivery of parenting services, clinical family programmes and parenting workshops utilising a strength-based and trauma informed approach. Under the supervision of the FRC Programme Coordinator, the Parenting Practitioner II will screen families and individuals in order to assess their suitability for various programmes that address the needs identified either through self-referral or referral from community partners. The post holder will also support the delivery of large-scale public awareness campaigns and utilize various media platforms to promote positive family values throughout the year.

2. DIMENSIONS

- The Parenting Practitioner II is one of two staff members occupying this role.
- The post holder will be responsible for a caseload of 15-20 clients at any given time with a strong focus on parenting services geared towards vulnerable families and individuals. Individual Parenting services (IPS) will follow a non-adversarial, structured, proactive and collaborative process that directly addresses the conditions that resulted in client's referral.
- A broad range of evidence-based programmes will be delivered to support families experiencing mild to chronic dysfunction due to challenges related to parenting, child development, family violence, at-risk youth or youth violence, individual growth and personal development.
- The post holder will assist the Parenting Practitioner I in the delivery of 3-5 evidence-based family programmes each year; Long term parenting programmes and workshops will vary in length from 8 – 12 weeks.
- The post holder in collaboration with the Parenting Practitioner I will be responsible for the facilitation of 10-20 high quality family presentations.
- The post holder will provide support to the Parenting Practitioner I in the delivery of 5-7 public awareness campaigns that address social issues affecting families and individuals in the Cayman Islands; these include Gender based violence and discrimination, Teen Pregnancy, Bullying, Mental Health and Addiction.

3. PRINCIPAL ACCOUNTABILITIES

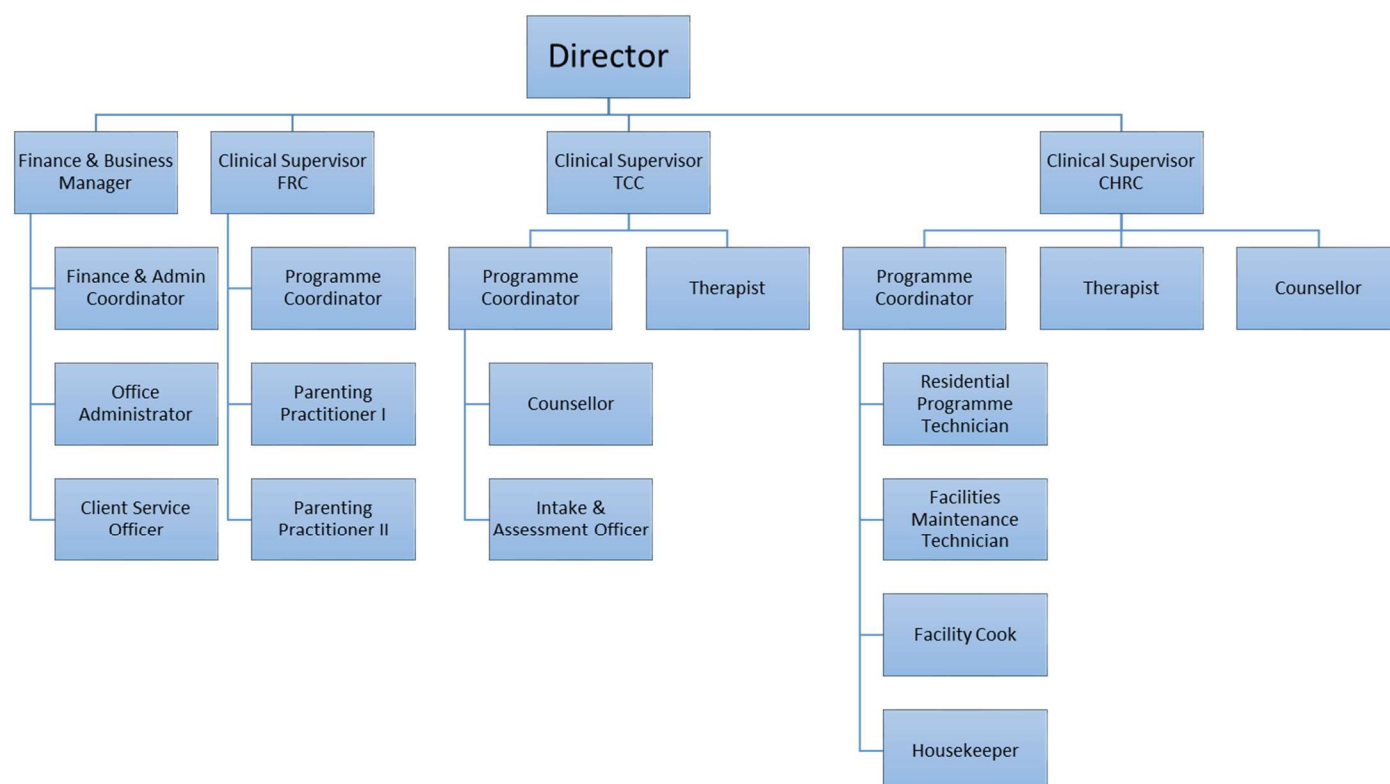
This section should contain a maximum of 10 principal accountabilities that identify the areas of work that the post-holder is responsible for achieving end results in.

%
Time
Spent

Administration	10%
<ul style="list-style-type: none"> • Prepares internal and external reports in conjunction with Programme Coordinator as required, and according to agency standards. • Provide information to the Programme Coordinator to assist with the compilation of monthly, quarterly and annual agency reports. • Attend weekly meetings with supervisor to consult on cases, to review case plans and direction, and to evaluate client participation and progress • Provide administrative and programme support to the Programme Coordinator as needed. 	
Screening, treatment planning and case management	15%
<ul style="list-style-type: none"> • Screen clients to determine appropriateness for programmes and services offered through the agency. • Assess families' needs and develops treatment plans that utilize a number of evidence-based and trauma-informed interventions to help clients learn parenting strategies. • Maintain regular contact with clients to monitor client's progress towards client's goals and modifying the treatment plans as indicated. • Maintains agency records as required. This may include clinical assessments, intervention plans, pre/post measures, and progress notes, • Acquire knowledge of various community-based and governmental resources and refer families to and advocate for those resources on behalf of families. • Participates in or coordinates multidisciplinary meetings with partner agencies such as Department of Children and Family Services, Department of Community and Rehabilitation, government schools and other community partners to ensure interventions follow a systemic approach. 	
Clinical Services	25%
<ul style="list-style-type: none"> • Develops a trusting and empathic relationship with assigned parents and or families and supports them in developing positive coping skills and parenting strategies through individualized parenting services. • Delivers individualised parenting sessions using a solution focused, collaborative and non-punitive parenting model in order to improve family relationships and promote personal growth. 	
Programme Delivery	30%
<ul style="list-style-type: none"> • Co-facilitate high quality and evidence- based psycho educational parenting programmes that assist in positively changing parenting behaviours and practice to reduce the incidence of child abuse and neglect. • Provides a safe, supportive and confidential environment, whereby parents can experience new learning opportunities, overcome barriers, build positive relationships and develop confidence in parenting and life skills. • Follows quality assurance processes to deliver outstanding learning to parents within their communities. • In conjunction with the Parenting Practitioner I and Programme Coordinator, the post holder will assist in informing the development and delivery of parenting programmes, workshops and trainings to address the needs of families, community groups and external 	

stakeholder.	
Public Education	20%
<ul style="list-style-type: none"> • Provide support to Parenting Practitioner I & Programme Coordinator in the delivery of public awareness campaigns with the objective of raising awareness and encourage collaborative action of socially related issues impacting the community. • Participates in 8-10 media engagements to raise awareness and promote relevant public awareness campaigns and other FRC related initiatives • Contribute to the publication of the agency's monthly newsletter on an ad hoc basis. 	
Perform any other duties as may reasonably be assigned by the Clinical Supervisor or Programme Coordinator.	

4. ORGANISATIONAL CHART



5. BACKGROUND INFORMATION

The Department of Counselling Services is the agency within the Cayman Islands Government that provides high quality, cost-effective treatment services in the Cayman Islands. The overarching concept of departmental operations is the continuum of care model which encompasses prevention, intervention and treatment. The Family Resource Centre (FRC) aims to strengthen the capacity of families to learn effective strategies to parent their children and in turn develop strong, healthy family relationships. The staff of the Family Resource Centre facilitates family and parenting skills programmes, delivers psycho-educational workshops and presentations, provides crisis intervention and advocacy to victims of family violence, and conducts public awareness campaigns to strengthen families and individuals and provide the foundation for a healthy society.

Services delivered by the Family Resource Centre (FRC) are fundamental to the wellbeing of our community and contribute to the prevention of larger systemic problems such as child abuse and neglect, domestic violence, crime, drug abuse, and the breakdown of familial and wider community systems. Populations served by FRC include: parents seeking family life education, community members building relationship skills and seeking empowerment, young persons who are pregnant and parenting, and professionals seeking knowledge about best practices and services for their clients

7. ASSIGNMENT AND PLANNING OF WORK

The Parenting Practitioner II is assigned responsibilities by the Clinical Supervisor of the Family Resource Centre. The majority of the work is generated by client demand, but the Programme Coordinator or Supervisor may allocate specific projects and programmes to be completed within given guidelines and timeframes. Within this framework, the post holder must prioritise their duties to ensure work is completed in a timely manner.

However, the requirement to regularly contribute as a part of a team is embedded in this role; this may be manifested in the need to co-facilitate group programmes, or by working together with colleagues to execute large Public Awareness Campaigns.

8. SUPERVISION OF OTHERS

The post holder has no formal supervisory responsibilities. However, they will serve as mentors to student interns and as such must demonstrate a willingness to collaborate with and guide others.

9. OTHER WORKING RELATIONSHIPS

The post-holder will be required to work closely with the Parenting Practitioner I and Programme Coordinator of the Family Resource Centre in order to ensure that the services provided to families are congruent with best practice and FRC parenting philosophy. The post-holder may also be required to liaise regularly with referral sources and partner agencies such as the Department of Children and Family Services, Department of Community & Rehabilitation, Needs Assessment Unit and other Government Departments.

In addition, while assisting with the planning of public awareness activities and campaigns, the post-holder will be required to liaise with partner agencies and the private sector to guarantee successful delivery of campaigns.

10. DECISION MAKING AUTHORITY AND CONTROLS

The post-holder reports to and works under guidelines provided by the Director, including the Department's Clinical and Administrative Manual. The post-holder decisions will work in conjunction with the Programme Coordinator and Programme Supervisor. Given the nature of the work, it is essential that the post-holder access regular supervision to ensure continued use of best practice in all aspects of their work.

11. PROBLEMS/KEY FEATURES

Accessing help can be the result of a stressful time in a person's life and as a result they often present to the Family Resource Centre in crisis or under duress. This requires staff to exercise their duty of care with confidence, consistency, and professionalism.

Further this requires the post holder to recognise and safely respond to disruptive and threatening behaviour before a crisis incident occurs. In addition, if behaviour does escalate to violence, having the critical skills to maintain the safety of everyone involved is essential.

The position requires flexibility in working hours as workshops and group sessions will often be facilitated outside of standard working hours, including evenings and weekends. An ability to periodically work under pressure to produce results is required.

Additionally, there will be a requirement to travel within the communities of Grand Cayman and on occasion to Cayman Brac and Little Cayman to support the work of other agencies that have a presence there, and to include those communities in programming that may be relevant to their needs.

Professional integrity, confidentiality regarding information being handled, and sensitivity to the special needs of clients are requirements of the position.

The post holder must be cognisant of the fact while running groups, that the clients may have a variety of literacy levels and be able to adjust their delivery method as required to best suit their clients' needs.

12. WORKING CONDITIONS

The post-holder will work a 37.5 hour week and is required to work between both the central office location and various locations throughout the community.

Regular office hours are 8.30am to 5.00pm, but some flexibility in work hours is required to meet the demands of the position. Where the demands of the post cannot be met through a flexible schedule, prior approval must be obtained from the Programme Coordinator to accrue time off in-lieu for excess hours worked during a given week.

The post holder is expected to comply with the Ministry of Health, Environment, Culture and Housing Policies and Procedures, the Code of Ethics of the Department of Counselling Services, and the workplace rules of the Family Resource Centre.

AGREED BY

Post-holder: _____

Date: _____

Director: _____

Date: _____