Job Announcement

Briarpatch Youth Services Inc. is a private non-profit organization, providing youth development, outreach, counseling, shelter, and supervision services to over 2,000 youth annually.

Job Title: Parent Support Program – Group Facilitator & Assistant Case Manager LTE

Job Description: Organize and facilitate successful Parent Support Groups & coordinate services for parents of at-promise teens.

Qualifications: Requires minimum of either Associates Degree or Bachelor’s Degree in human services or a related field from an accredited college or university or at least two (2) years of full-time experience working in a human services or family support-related setting. Organizational skills and prior experience working with parents/caregivers of emotionally/behaviorally challenged teens, facilitation of supportive groups/discussions and counseling experience preferred. Knowledge of protective parenting practices, developmental psychology, adolescent mental health / substance use and juvenile justice are plusses.

Duties and Responsibilities:

Position Description
Briarpatch Parent Support Program offers resources, support, education and advocacy to parents/caregivers of teens and young adults. The Parent Group Facilitator will oversee groups (2x monthly) offering non-judgmental support with speakers, information and resources. Parents/caregivers explore topics and systems that may be affecting their family via speakers, supportive discussions, sharing of resources, and personal stories on a vast array of topics. Case Management is offered for complex situations involving multiple systems; tasks include personalized intakes, consults, coordination and documentation.

Primary Duties and Responsibilities:

- Work with Program coordinator to gain knowledge of family dynamics, parenting practices/styles, adolescent development, respective needs of family members, and other topics related to programming.
- Organize, promote and facilitate bi-monthly parent support groups.
- Maintain library of articles and resources for clientele.
- Develop group speaking schedules and calendars; respond to inquiries regarding parent group.
- Collaborate with volunteers to compile email updates/newsletters and organize materials for parent support groups
- Collaborate with interns and volunteers on behalf of the Parent Support Program.
- Maintain regular contact with supervisor and/or other appropriate personnel from agencies and organizations in the community referring to the Parent Support Program and related support/adjunct services.
- Maintain Outlook Calendar, document time spent and client contacts; Submit required reports in a timely manner.
- Direct and coordinate provision of services to clients in accordance with agency policies, ensuring quality services are received in a timely and professional manner.
- Perform other responsibilities and related duties as assigned.

Salary is $14 per hour based on experience and education and experience.

Work Hours: Part time 16 hours per week with occasional evening and weekend hours required.

Transportation: Reliable transportation is required.

To Apply: No calls please. Submit a resume with a cover letter by 4:00pm on Friday, July 28 to:

Briarpatch Youth Services ATTN: Parent Program Coordinator
2720 Rimrock Road
Madison, Wisconsin 53713
or Stacey.Slotty@briarpatch.org

Briarpatch Youth Services, Inc. is an Affirmative Action/Equal Opportunity employer.