

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE: Fatherhood Development Specialist

COMPONENT: TAP This Valley Works (TVW)

SALARY: \$15.00 - \$17.00/Hourly

CLASSIFICATION: Non-Exempt

DEFINITION AND PURPOSE:

Teach parenting, healthy relationships and economic stability curricula. Coordinate and supervise fatherhood coaches. Manage support groups, parent-child excursions and facilitated socialization for Fathers First clients.

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Director

Supervises: Interns, Fatherhood mentors

Coordinates with: Other TVW staff, Head Start staff, Child Support Enforcement,
Social workers, court service units

RESPONSIBILITIES:

- Designs and provide a parenting training course that addresses the needs of community and incarcerated fathers (including Western Regional Jail and Roanoke City Jail).
- Provides motivational and self-esteem building instruction.
- Provides life skills instruction as it applies to healthy relationships and marriage.
- Provides economic stability training including financial literacy.
- Provides training for and supervises fatherhood coaches.
- Manages support groups for Fathers First clients on a weekly basis.
- Plans and provides parent-child excursions, when feasible.
- Coordinates and staff facilitated socializations.
- Assists in marketing of Fathers First to both potential clients and employers program.
- Completes mandatory reports required by funding source and Director for This Valley Works.
- Participates in special events of the agency.
- Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to instruct adults in job seeking and retention skills, including resume writing and conflict resolution.
- Interpersonal skills required.
- Well organized and possess written and verbal communication skills.
- Enthusiastic and able to motivate clients.
- Good computer skills.

TRAINING, EDUCATION AND EXPERIENCE:

- Graduation from a four-year college or have related experience.

SPECIAL REQUIREMENTS:

- Free to travel as necessary.
- This position requires the individual to be in the field and must have contact with the office staff and supervisor therefore an agency issued cell phone is necessary.
- Reliable transportation and a valid Virginia Operator's license with a good driving record for insurance purposes.
- Must be able to be approved to go into jails by passing their screening process.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Physical activity of this position – climbing; ascending and descending ladders, stairs, scaffolding, ramps, poles and the like; stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, hearing, talking, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – light work; exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – worker not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP's responsibility to "Mobilize Community Resources" in support of TAP's anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply