

Job Title	Bilingual Pregnancy and Parenting Program Coordinator
Employer/ Agency	Catholic Charities
Job Description	<p>The Blessed Beginnings Program of Catholic Charities of the Archdiocese of Galveston-Houston is seeking a Bilingual Pregnancy and Parenting Program Coordinator. The Bilingual Pregnancy and Parenting Program Coordinator is responsible for assisting the Blessed Beginnings Program Director with tasks such as providing educational services and case management to individuals and families who are clients of Catholic Charities' Blessed Beginnings Program. Their primary role will be to coordinate class dates and times with the current Family Support Specialists to ensure all classes are covered, and also facilitate educational classes for clients on topics such as, but not limited to, parenting and prenatal care. Associated responsibilities include teaching classes in a culturally sensitive and respectful manner, developing and updating class curriculum, issuing and collecting pre and post-test, as well as other outcome measures, and outreach and recruitment. They will serve as a leader for the team in helping other Blessed Beginnings Family Support Specialists with their classes. They will also meet with individuals and families to assess needs and assist in the identification of resources and facilitate assessing resources as needed.</p> <p>PRINCIPAL DUTIES</p> <ul style="list-style-type: none"> • Establishes a trusting and professional relationship with pregnant women and their families or women with newborns, infants, young children and/or toddlers seeking pregnancy and parenting classes or case management. • Provides individuals case management to women seeking support during pregnancy and after birth. Includes completing intakes, assessments, counseling, parent education, and referrals to the community on internal agency resources as outlined in a collaboratively developed individualized service plan. • Serves as referral facilitator and advocate as necessary. • Provides pregnancy tests, mentoring information, resources, and referrals to clients requesting assistance. • Enrolls eligible clients into the Texas Pregnancy Care Network (TPCN) BriteWorks system. • Teaches life skills in English and Spanish to pregnant women and parents of young children. Classes are based on approved curriculum content and materials which may be ready to present or may require additional development, such as updates, translation and/or tailoring for specialized client needs. • Serves as an ambassador for Catholic Charities while engaging in outreach and education within the community. Educates existing partners, potential collaborators and stakeholders about Blessed Beginnings Life Center, as well as all services through the organization's various programs. • Attends approved and required professional development opportunities. Maintains all licenses, certificates, and/or trainings as required by funders, program, and/or agency. • Collaborates in the program's efforts to maintain and distribute goods through the Baby Boutique. • Maintains client records in compliance with agency policies and procedures, COA standards, and all applicable legal requirements, including HIPAA. • Enters all applicable client information into the agency's database in a timely and accurate manner. • Prepares and submits all required administrative reports and documentation. • Schedules 10 hours each week to spend with the SMHC program. • Assesses pregnant youth and/or mothers at St. Michael's. • Provides weekly sessions including individual and group sessions at St Michael's. • Participates actively in any special safety plan including parenting activities to improve the client's role as a parent.

	<ul style="list-style-type: none"> • Participates in the St. Michael's Pre-Treatment Team Meetings to inform on clients progress and discuss client's parenting and pregnancy needs. • Maintains contact with St. Michael's medical team to provide and receive information from physician, GYN, obstetrician, and pediatrician regarding clients. • Provides reporting on services provided to SMHC clients. • Planning and assisting with the Hospital Tour with the pregnant in the third trimester planning to deliver during their stay in SMHC. • Provides oversight and support to other parenting educators/case managers (e.g. interns or students) to ensure classes/case management services are completed correctly.
Qualifications	<ul style="list-style-type: none"> • Bachelor Degree in Social Work or other related Human Services field required. • Childbirth Education Certificate preferred. • Degree may be substituted by at least four years of professional nonprofit experience in a similar position. <p>MINIMUM SKILLS AND EXPERIENCE REQUIREMENTS</p> <ul style="list-style-type: none"> • Experience providing training to other social service organizations and staff. • Two years of relevant work experience serving families with children 0-5 years of age and pregnant women preferred. • Knowledge of prenatal care, child development, attachment and bonding, and family dynamics. • Bilingual English/Spanish (Native or Near-Native Fluency Required). • Knowledge of Catholic social teachings. • Knowledge and experience with Word and Excel spreadsheet and word processing programs. • Knowledge of social services database systems. • Must have reliable transportation, valid Texas driver's license and valid vehicle insurance • Position requires frequent driving in personal vehicle and/or Agency vehicle to include freeways and highways to satellite offices, and offsite meetings and events, throughout the three counties served by Catholic Charities Disaster Recovery.
Salary/Hours	Full Time, DOE
Employer/Agency	Catholic Charities
City, State, Zip	Houston, TX
Application Method	https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=1805&clientkey=C184945087565AE7BAA81D76126F1823
Opening Date	Immediately

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