



## **Licensed Clinician/Assistant Program Director (NYC)**

Agile and innovative non-profit organization seeks experienced licensed Master's level clinician, to join our New York team as an Assistant Program Director.

### **ABOUT THE ORGANIZATION**

At Parenting Journey (PJ), we are working towards the day when every family has what they need to thrive and succeed. Our work is rooted in the belief that all parents want what is best for their children; but, we also recognize that some parents cannot reach their full potential because of layers of injustice that disproportionately impact communities of color, low-income families, and immigrants. In response to intergenerational trauma caused by racism and poverty, our evidence-based programs cultivate the inherent strengths and capabilities of parents because research shows improved mental health and wellbeing for parents also translates to better outcomes for children and families. We use evidence-based interventions that prove that the entire family thrives when parents adapt to stress, decrease anxiety, and have healthy interactions with others. In 2017, through rigorous research we proved that the PJ model is an effective parenting intervention that significantly reduces stress and promotes family and child well-being.

Since its founding 37 years ago, PJ has refined and adapted its model and program offerings to best partner with families and communities. Today, PJ uses an interdisciplinary approach to create change in individuals, institutions, and state and local policy to uplift families and ensure that we live in a society where everyone thrives. In 2018 we launched a new service delivery model aimed at accelerating change by embedding our services and approach into the infrastructure of allied organizations. We work with over 2,000 staff at nearly 300 organizations across Massachusetts and New York to deliver high-impact programs that touch families throughout the Northeast.

### **CORE PRINCIPLES**

1. *We trust* that all parents want what is best for their children.
2. *We acknowledge* that there are external factors and obstacles, including systemic injustice like racism, that prevent many parents from realizing the futures they, and their families, deserve.
3. *We believe* resilient parents are a catalyst for social change, and that all of us have a role to play in harnessing this power to build strong communities.

### **THE POSITION**

Reporting to the NY Program Director (PD), the Assistant Program Director will support the cultivation, stewardship and impact evaluation of New York partnerships through programmatic implementation to support annual group, training, and revenue goals. The Assistant Program Director will work closely with the PD, members of the administrative program team, and other team members within the organization to execute a comprehensive plan to achieve short and long-term programmatic goals and organizational strategies. The Assistant Program Director is responsible for clinical group facilitation of the PJ curricula and/or coaching within the partnerships, as well as facilitating professional development trainings for human service providers. He/she/they will support the PD in identifying, cultivating, and stewarding strategic relationships that will broaden the role and impact of Parenting Journey in the New York City area. As support to program leadership, the role requires someone with a strong clinical foundation, self-motivation, strong communication skills, and resourcefulness.

### **GENERAL RESPONSIBILITIES**

This full-time position reports directly to the NY Program Director, and encompasses three primary

accountabilities:

1. Responsible for working with program leadership and partners to assess, plan and implement PJ programming within diverse settings.

- Responsible for facilitating, co-facilitating and/or supporting the execution of group work at partner agency sites.
- Responsible for facilitating and/or co-facilitating training(s) at location determined by Parenting Journey as needed.
- In coordination with the NY Program Director, responsible for debriefing post training to further develop all PJ domains/curricula as needed.
- Collaborate, develop and implement in-service training for partner staff as it relates to demonstrated need (ie: professional development, specialty populations, PJ learnings, etc.)
- Collaborate and communicate with Program Manager to input and maintain data in Salesforce database to ensure complete and accurate reporting.
- Responsible for developing a supervision/mentor model for partner staff to support clinical and group work content as it relates to needs of the partner organizations.
- Responsible for execution of the evaluation plan and framework within the partner organizations.
- Take the lead role in training partner staff as necessary to successfully complete the program evaluation plan, outcomes and goals.
- Participate in supervision with Program Director.
- Coordinate and communicate with necessary PJ departments about partner needs.

2. Responsible for supporting partnership development efforts in NY in order to achieve annual training participation and revenue goals.

- Participate in partner and community meetings across the five boroughs, as determined by Program Director.
- Present and/or facilitate workshops about Parenting Journey within the community, city agencies, and/or other human service organizations.
- Support leadership as programmatic representation at high-level donor meetings, as needed.
- Adapt communication style in order to cultivate and steward relationships towards training participation and goals with a wide-range of external and internal stakeholders.

3. Execute Parenting Journey trainings in accordance with approved guidances and in keeping with all Parenting Journey training standards:

- Provide training only for those curricula in which she/he/they has been trained.
- Responsible for planning and executing trainings at designated site.
- Prep for each training session in concert with co-trainer(s), when applicable, and with Administrative support person well in advance of commencement of training including but not limited to the following:
  - Co-facilitation considerations with co-trainer, including:
    - Review guidances and reach consensus on division of labor for large group sessions
    - Meet with Admin support and co-trainers in advance in order to review materials, messaging, logistics and evaluation protocols
- During the course of the training:
  - Adhere to PJ training guidances
  - Deliver training in the manner of modeling PJ principles
  - Bring any challenges with participants to the attention of co-facilitator and as relevant Program Director and/or Clinical Director for support and to brainstorm possible solutions
  - Communicate with co-facilitator throughout course of training, including daily prep and debrief
  - Engage with participants to demonstrate how programing is incorporated into every daily activities (Ritual Questions, etc.)

- Evaluation of model:
  - Co-construct the development of performance measurement and outcomes measurement framework and implementation of training model
  - Complete all necessary follow-up forms, protocols, and debriefs

## **CORE COMPETENCIES**

Critical core competencies for successful performance in this role are:

- Strong clinical skill set and experience working with families and individuals.
- Ability to teach clinically oriented programs
- Familiarity with the development of teaching goals and the delivery of learning objectives to training participants
- Highly-developed communications skills (written/verbal) and interpersonal savvy
- Results/action-orientation; project management skills
- Unquestionable personal code of ethics, integrity, diversity and trust
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Strong strategic skills

## **QUALIFICATIONS**

- Masters degree in Social Work, Counseling, Psychology or similar degree.
- NY State licensure required (LCSW, LMHC)
- Solid understanding of non-profit programs
- Experience with clinical group facilitation and/or family therapy.
- Training and/or teaching experience strongly preferred.
- Reliable transportation and ability to travel within a community
- Strong computer literacy
- Ability to work flexible hours, including some travel
- Proven track record of achieving results and working independently

**JOB TYPE:** Full-time

**SALARY:** \$65,000-\$70,000

## **TO APPLY**

Parenting Journey is an equal opportunity employer. Diverse candidates are strongly encouraged to apply. **Please email a cover letter and resume to Katie Hamilton at [joinourteam@parentingjourney.org](mailto:joinourteam@parentingjourney.org) with subject line: Licensed Clinician/Assistant Program Director. Position open until filled.** For more information about Parenting Journey, please visit our website at [www.parentingjourney.org](http://www.parentingjourney.org).