

Mental Health America of Northeast Indiana

Job Description

Position Title:	Parent Café Host
Reports to:	Parent Café Coordinator
Status:	Part-time, Hourly
Work Location:	Varies

GENERAL PURPOSE

Mental Health America of Northeast Indiana (MHANI) is hiring a Parent Café Host. The Parent Café Host ensures the best outcome for participants by facilitating Parent Café gatherings with fidelity to the Parent Café model. The role of the Host is to foster relationships with Café participants and to serve as liaison between program participants, host sites, and the Parent Café Coordinator. The Parent Café Host should be connected to the community and have an intimate understanding of local culture and current issues.

MHANI is an equal opportunity employer. Working for MHANI is about joining a culture of openness, collaboration, trust, and the invitation and expectation to have a voice. We strive to continually lead with our values and beliefs that enable everyone at MHANI to develop their potential, bring their full self to the workplace, and engage in a community of diversity and inclusion.

This position is contingent upon funding, including funding through grants and services.

ESSENTIAL DUTIES & RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effectively prepare for Parent Cafés by arranging the space and connections with site representatives, program participants, and table hosts. Remain on site after all participants have left the program to ensure site restoration.
- Facilitate the Café with fidelity to the model. Educate program participants about the core protective factors.
- Manage Café details – including transporting of materials to and from Café site; collection of sign-in sheets, new registrations, and surveys; distribution of incentives; recruitment of table hosts; and maintaining up-to-date inventory of supplies.
- Report Café summary, required data, program participant information, and any highlights or concerns to Parent Café Coordinator within one day after each Café.
- Attend organizational, departmental, and committee meetings as directed.

Supervisory Responsibilities

This position does not have direct staff supervisory responsibilities.

Work Environment

This job operates at various locations within MHANI's 11 county service area, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to touch, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move objects up to 10 pounds and occasionally lift and/or move objects up to 25 pounds.

Position Type and Expected Hours of Work

This is a part-time position. Days and hours of work are varied, Monday-Friday. Evening and weekend work frequently may be required as job duties demand. Reliable transportation is required.

Travel

Various locations within Allen County and other outlying counties. (Reimbursable)

QUALIFICATIONS & REQUIREMENTS:

- High School Diploma or equivalent, Associate's Degree, preferred.
- Must be approachable and comfortable relating to parents as a peer rather than as an expert. Must show a positive, solution-focused, and collaborative approach to the work with a commitment to group success.
- Must be self-motivated, have attention to detail, be organized, and demonstrate dependability, professionalism, inclusion, and ethical decision making.
- Must have knowledge of parenting skills and issues. Experience working with children is preferred.
- Ideal candidate will display emotional intelligence and the ability to initiate positive, challenging discussions in a respectful, productive manner. The ability to identify emotional triggers in self and others is an asset. Self-regulation, open communication, and maintaining positive relationships are key values within our organization.
- Must have reliable transportation and minimum car insurance.
- Excellent communication skills (written, verbal, and non-verbal) and ability to respect and interact with staff, clients, volunteers, community partners and the public.
- Possess conflict resolution and cultural sensitivity skills.
- Ability to work with minimal supervision, self-motivated, attention to detail, well organized, and demonstrate dependability and timeliness in performing needed tasks.

- Acceptable work ethics, professional conduct and appearance, reflecting MHANI's image and values.
- Eligibility to work in the United States.
- Ability to pass a criminal history background check and drug screen.
- Valid Indiana Driver's License and required minimum insurance coverage.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Created 3/2018

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