

JOB DESCRIPTION
JOB TITLE: Parent Partner

DEPARTMENT: EMPOWER

I. POSITION PURPOSE

Parent Partners are life-trained paraprofessionals who have successfully negotiated the child welfare system. These parents can offer a wealth of knowledge and experience in two ways: As parent advocates the Parent Partners will mentor parents currently involved in the system. It is expected that Parent Partners will attend case planning meetings as a supportive voice for the family, and/or act as the “parent’s voice” as participants on various committees and workgroups. Performs the following duties directly.

II. NATURE AND SCOPE OF RESPONSIBILITIES include, but are not limited to, the following. Other duties may be assigned.

Meet with his/her assigned parent(s) as agreed upon in supervision. It is anticipated that generally the Mentor and Mentee will meet on an average of 8 hours per month, although more or less contact may be approved by Parent Partner Coordinator.

Assess the client and determine the case needs. Parent Advocates will serve as a knowledgeable source of community resources.

Work with Parent Partner Coordinator and participate in professional development opportunities.

Complete all paperwork, including but not limited to, leave requests, demands, mileage forms, and correspondence in an organized, accurate and timely fashion;

Regularly attend supervision with the Parent Partner Coordinator.

Parent Partners are required to provide advocacy, support and referral service to clients assigned to their caseload.

Actively participate as a parent mentor to families currently involved with Permanency Services.

Be willing and able to attend court appearances and meetings (including case plans) when requested to do so by the parent;

Make necessary contacts in order to review pertinent family information and discuss case with appropriate stake holders;

Document all contacts and interactions with their mentee on contact logs. Documentation must be accurate and timely.

Encourage and support the mentees’ positive behavior and celebrate his/her successes.

Attend meetings and will offer input that represents the parents’ perspective and interests.

Attend all meetings, as requested, and serve as the parents’ voice on committees and workgroups;

Possess, or be willing to develop the skills necessary to discuss their experiences in workgroups and on panels.

Help with and attend special events, as required.

Follow through on all assignments.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Advocates, promotes and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver's license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

SUPERVISION:

No direct supervisory responsibilities.

III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma, or equivalent. Applicant must have experience as a parent or family member who has been involved in the Child Welfare system. In order to be considered for this position, the Parent Partner's case must be closed, and he/she must be maintaining family stability.

PRESENTATION SKILLS:

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

FINANCIAL/COMPUTATIVE SKILLS:

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

ANALYTICAL ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

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

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

V. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

VI. PRINCIPAL ACCOUNTABILITIES

Meet with his/her assigned parent(s) as agreed upon in supervision. It is anticipated that generally the Mentor and Mentee will meet on an average of 8 hours per month, although more or less contact may be approved by Parent Partner Coordinator.

Assess the client and determine the case needs. Parent Advocates will serve as a knowledgeable source of community resources.

Employee Printed Name

Date

Employee Signature