

PARENT MENTOR PROJECT

Expectations for Parent Mentors

Guiding Principles: *Be an effective role model for parents as they navigate the Child Welfare system, learn advocacy skills and begin the process of reunification with their children. Remember - never do for a parent what they can do for themselves.*

General expectations

- ◆ Each Parent Mentor is required to attend a weekly staff meeting
- ◆ Each Parent Mentor is required to attend a weekly supervision session
- ◆ Parent Mentors will be invited to participate in various community forums representing the Parent Mentor program
- ◆ Each Parent Mentor is responsible for completing a payroll time sheet every 2 weeks

Contacts with Mentees

- ◆ Parent Mentors are required to attempt to contact each parent within 3 days of receiving the referral
- ◆ If unable to make contact, Parent Mentors need to be persistent in verifying contact information and documenting these events
- ◆ Notify Program Staff of your inability to contact parent who will try to problem solve
- ◆ When the mentoring relationship has been established and meetings have taken place, weekly contact by phone is acceptable, but personal contact is preferred.

- ◆ If it is impossible to maintain contact with the parent, you are required to call the parent's caseworker for updated information, provided that you have a signed Release of Information
- ◆ Document all significant interactions with the parent referral source, community partners, etc in case files
- ◆ Be responsible for reporting drug use to DHS worker. Ideally, the parent will report relapse to caseworker herself and Parent Mentor will ensure this has been done by contacting the caseworker within 2-3 working days. A parent may ask that the Parent Mentor be present at the time of the disclosure. Parent Mentors are not required to report suspected drug use or parents expressed wish to use, but ensure a Relapse Prevention Plan is in place
- ◆ If the caseworker unresponsive or difficult, the Parent Mentor will notify program staff who will contact the caseworker's Supervisor. **Mentors are not to contact DHS supervisors**
- ◆ All referrals are closed when DHS case is closed or when Parent Mentor loses contact with mentee (see closing guidelines)

Transportation

- ◆ You may only transport family members, if the referred parent is also in the car
- ◆ Children are never to be transported or babysat without the parent in the car
- ◆ Transportation should only be provided to parents who are actively engaging in mentoring services, or in pursuing activities of recovery

Paper Work Expectations

- ◆ A weekly contact sheet is to be completed on every assigned case. Interactions and significant phone conversations are to be documented. If no interaction has occurred, a contact sheet should document the reasons for the lack of contact
- ◆ Significant contact with treatment agency personnel, DHS and its community partners are to be documented on the "Contact with Community Partners" form
- ◆ The monthly Client Contact Hours form should be completed by the last day of each month, unless instructed otherwise and given to program staff.
- ◆ Mileage forms are to be completed and submitted to the Program Coordinator one time per month
- ◆ Paperwork for closed cases need to be completed within 30 days of closing
- ◆ All paperwork is required to be filed in the case files by the Parent Mentor on a weekly basis