

# Parent Mentor

## Job Description

### **Overview:**

The Parent Mentoring program matches parent mentors, who themselves have a past involvement with DHS, with parents who are currently working with DHS Child Welfare. The purpose of the program is to support parents who are working with DHS Child Welfare and the Court in understanding and navigating both systems.

### **Position Summary:**

Focusing on the goal of enhancing and improving permanency outcomes for families, Parent Mentors are role models who provide guidance based on a combination of training and personal first-hand experience. Empowering and coaching parents through the process with DHS, the courts, and other system representatives is an important aspect of this work.

### **Required Knowledge, Skills and Abilities:**

1. Values working in a multicultural/diverse work environment.
2. Strong commitment to the population served by the program and to seeing parents succeed.
3. Ability to communicate in a professional manner, both orally and in writing.
4. Ability to advocate for others.
5. Organizational and time management skills.
6. Ability to maintain professional boundaries and to handle confidential information.
7. Openness to feedback and supervision.
8. Ability to handle sensitive information and situations in a calm and professional manner.
9. Ability to work from a strengths-based perspective in motivating parents to make a change.
10. Demonstrated ability to work as a member of a team.

### **Other Requirements:**

Passing a criminal background check

Complete confidentiality training and sign confidentiality statement

Review HIPAA requirements and view "Secure It" video.

### **Duties and Responsibilities:**

1. Develop a trusting relationship with assigned parents.
2. Regular contact and visits with parents.
3. Support parents in developing positive parenting skills.
4. Support parents with treatment services and community resources as needed.
5. Support parents in making positive choices.
6. Empower parents to advocate for themselves and their family.
7. Coach parents in understanding the boundaries and expectations of DHS.
8. Attend court and /or meetings as support when requested by parents.
9. Attend regular conferences with program supervisor.
10. Attend scheduled mentor support group meetings.
11. Document contacts and visits with parents.
12. Attend all trainings as required.
13. Maintain confidential information.
14. Facilitate training as required.
15. Participate in advisory committees as required.
16. Give presentations to various community groups.
17. Models and encourages direct, professional communication.

#### Education and Experience Requirements

1. Experience and knowledge of DHS Child Welfare system.
2. A minimum of two years clean and sober, if addiction was a presenting issue.
3. High school diploma or GED, **OR** high school level writing and reading skills.

#### **Working Conditions:**

1. Possible interactions with individuals who are using drugs and/or alcohol.
2. Possible exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents, parents and extended families.
3. Possible evening and week-end duties.
4. May be visiting parents in environments such as homes, prison or treatment facilities.

3/2/07