

Parent Partner Job Description

Parent Partners are parents (mothers and fathers) who have first-hand experience with the Child Welfare system, and who have exhibited exceptional qualities in their own efforts to develop viable permanency plans for their children, an understanding of how the Child Welfare system works, an appreciation of what it takes to be successful, and personal qualities that lend themselves to collaboration on various levels. The preferred Parent Partner candidate will possess a positive attitude, sincerity, and a willingness to help others. In order to be considered for this position, the Parent Partner's case must be closed, and he/she must be maintaining family stability.

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:

1. As **parent advocates** the Parent Partners will mentor parents currently involved in the system. It is expected that Parent Partners will attend TDM Meetings as a supportive voice for the family, and/or
2. As **parent leaders** the Parent Partners will act as the "parent's voice" as participants on various committees and workgroups.

Although the two functions are separate and distinct, it is expected that some Parent Partners will serve in both capacities.

General Parent Partner Duties:

- Allot the time necessary to work with Parent Partner Coordinator and participate in professional development opportunities;
- Demonstrate an understanding of and an ability to successfully implement concepts presented in orientation and training;
- Possess, or be willing to learn, "professional behavior" elements (e.g.) ability to work with people, ability to clearly communicate with people, maintain confidentiality, engage in respectful interaction;
- Possess good interpersonal skills;
- Exhibit qualities of dependability, empathy, genuineness, respect, and maintain a positive and supportive attitude;
- 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 Advocate Responsibilities:

Parent Advocates are required to provide advocacy, support and referral service to clients assigned to their caseload. The Parent Advocate is expected to:

- Actively participate as a parent mentor to families currently, involved with Contra Costa County Children and Family Services;
- Be willing and able to attend court appearances and meetings (including TDMs) 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;

- 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;
- Document all contacts and interactions with their mentee on approved contact form. Documentation must be accurate and timely.
- Encourage and support the mentees' positive behavior and celebrate his/her successes;

Parent Leader Responsibilities:

Parent Leaders will attend meetings and will offer input that represents the parents' perspective and interests. The Parent Leader is expected to:

- 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;

Minimum Qualifications:

Education: Some high school education. Diploma or GED preferred

Experience: Applicant must have experience as a parent or family member who has been involved in the Child Welfare system.

A valid driver's license is preferred.

Funding:

The System of Care Grant is a five-year grant. There are full time and part-time positions available. An hourly rate will be paid for the work performed. Parent Partners will report directly to the Parent Partner Coordinator.