

**FRC (FAMILY RESOURCE CENTER)
PARENT PARTNER
JOB DESCRIPTION**

Position Title: FRC/Parent Partner

Program/Department: FRC

Immediate Supervisor: FRC Director

Work Schedule: Full-time

Benefits: Employee Health/Dental/Vision insurance and retirement plan

Salary: \$30,000.00

DESCRIPTION: The Parent Partner is a life-trained paraprofessional who has successfully negotiated the child welfare system. The Parent Partner will provide active, hands-on peer support to parents/caregivers of children ages 0-18 entering the child welfare system to assist families in the reunification process with the hope of reducing reentry into foster care. An effective Parent Partner will be friendly, helpful, accessible, and flexible. Parent Partners may be at agencies, in family homes, or in community environments. The Parent Partner will fully engage parents and caregivers to become effective advocates for their own families.

**JOB RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE
FOLLOWING:**

- The Parent Partner must promote a positive and professional attitude to all VYJ employees, volunteers, business partners, and clients.
- Provide first-hand knowledge about navigating various systems (i.e., court, child welfare education, health, community resources, etc.) as a result of having lived experience as a parent or caregiver
- Serve as a parent representative at program activities
- Be willing and able to attend meetings when requested to do so by the parent and offer input that represents the parent's perspective and interests
- Accurately document all contacts and interactions with the parent on an approved contact form and submit in a timely manner
- Provide peer support to families
- Comply with HIPAA requirement for privacy and access of records
- Be culturally sensitive to each client/family and individual needs and customs as appropriate.
- Participate in professional development opportunities
- Regularly attend supervision with the FRC Director
- Collaborate with the FRC programs to promote effective service delivery to individuals and families involved in the child welfare system

- Provide advocacy and peer support to parents assigned
- Be willing and able to attend court appearances and meetings (including case plans) when requested to do so by the parent
- Encourage and support the parent's positive behavior and celebrate his/her successes
- Introduce yourself as a peer who is a parent who has had direct experience with the child welfare system
- Effectively share your own story in a way which builds connection, confidence, and hope for the parent or caregiver
- Connect the parent or caregiver and other family members with identified community resources; assist in introducing and engaging the family with the community resource, ensuring they can access the service after transition
- Other duties as deemed necessary and appropriate by the FRC Director and Executive Director

Qualifications:

- Applicant must have experience as a parent who has been involved in the child welfare system
- Must be well-organized, detail-oriented and able to prioritize tasks
- Must have a high school diploma or equivalent