

Parent Partner Position Description

Position: Parent Partner, Jacksonville System of Care Initiative
Reports To: Family Advocate
Status: PRN, Non-Exempt Contractual

POSITION DESCRIPTION

Parent Partners are parents/caregivers who have first-hand experience with the various state systems, and who exhibited exceptional qualities in their own efforts to understand how systems work and an appreciation of what it takes to be successful, and the personal qualities that lend themselves to collaboration on various levels. Serves as an advocate to mentor to parents currently involved with the system(s). In order to be considered, the Parent Partner's cases must be closed, and he/she is maintaining family stability.

EDUCATION/EXPERIENCE

Life-trained paraprofessional who has successfully negotiated the child welfare, juvenile justice and/or early learning systems. High School Graduate; some college preferred

GENERAL DUTIES AND RESPONSIBILITIES

- ◆ Serves as a consultant to parents and caregivers throughout the wraparound process, on an as needed basis;
 - ◆ Utilize personal and professional life experience to provide peer support to parents/caregivers served by wraparound.
 - ◆ Provide new parents and caregivers with information about the agency and the wraparound process and procedures, including the Family Partner role to assist them to successfully engage;
 - ◆ Possess the ability to work with people, ability to communicate with people, maintain confidentiality, engage in respectful interaction;
 - ◆ Assist with and attend special events, as required;
 - ◆ Attend the various Wraparound Team Meetings as the supportive voice for the family;
 - ◆ Act as the "parent's voice" as participants on various committees and workgroups;
 - ◆ Demonstrate an understanding of and an ability to successfully implement concepts presented in orientation;
 - ◆ Possess good interpersonal skills;
 - ◆ Exhibit qualities of dependability, empathy, genuineness, respect, and maintain a positive and supportive attitude;
 - ◆ Provide a consistent source of encouragement and hope;
 - ◆ Complete all paperwork, including but not limited to, leave requests, mileage forms, and correspondence in an organized, accurate and timely fashion;
 - ◆ Regularly attend supervisions with the Project Coordinator.
 - ◆ Follow through on all cases and assignments;
 - ◆ Other responsibilities, as assigned, to support specific organization needs.
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PERFORMANCE REQUIREMENTS/PERSONAL QUALITIES

- ◆ Demonstrate safe work practices and exercise discrete judgment;

- ◆ Reading, writing, and comprehension and basic mathematical skills;
- ◆ Possess a positive attitude, sincerity, and a willingness to help others.
- ◆ Culturally effective capabilities demonstrating a sensitivity and responsiveness to varying cultural characteristics and beliefs;
- ◆ Creativity, innovation, and time management;
- ◆ Ability to work independently and utilize initiative, ability to be organized and meet deadlines;
- ◆ Possess excellent oral and written communication skills appropriate for children, parents and professionals;
- ◆ Maintain standards of confidentiality according to HIPAA regulations;
- ◆ Ability to maintain established standards for high fidelity wraparound;
- ◆ Ability to work a flexible schedule in order to meet the families' needs consistent with the practice model and program design.
- ◆ Commitment to children's safety and family stability.
- ◆ Ability to set appropriate limits and boundaries in order to assure the safety and protection of the family members.

QUALIFICATIONS/SKILLS/KNOWLEDGE AND ABILITY

- ◆ Ability to complete Wraparound Training, System of Care 101, Cultural and Linguistic Four Modules, Crisis Intervention Training, and First Aid/CPR Certification;
- ◆ Ability to become Certified Parent Peer Specialist;
- ◆ Ability to handle escalated situations;
- ◆ Ability to work constructively as a member of a team;
- ◆ Ability to represent core program values and principles in a variety of settings
- ◆ Ability to communicate verbally and in writing;
- ◆ Ability to adhere to drug free workplace policy;
- ◆ Possess a valid Florida driver's license.