



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

## Job Description

<i>Job Title:</i>	Parent Partner
<i>Department:</i>	Community Care Coordination
<i>Position Status:</i>	Full Time, Non-exempt
<i>Expected Pay Rate:</i>	\$18.50 per hour
<i>Supervised by:</i>	Program Manager

### *General Statement of Duties:*

The Parent Partner will maintain an active caseload of families. The Parent Partner will be an active participant in the Child and Family Team; working with the family to ensure participation of the family to meet team goals while serving as an advocate to ensure that the best interests of the family unit are maintained. Additional responsibilities will consist of providing formal and informal supports within the community to assist families, program outreach, family assessment, and some after-hours responsibilities required.

### *Specific Duties or Typical Work Activities:*

- Serve as parent representative at program activities
- Participate in all family advocate activities and training.
- Assist in development of support groups for parents
- Provide direct assistance to families as needed
- Provide peer support to families
- Link families with appropriate services, advocating for them when necessary
- Serve as role model and advocate for children/families involved in the wraparound process
- Promote family-centered practice strategies including family decision-making
- Assist with crisis intervention as needed including being available to client/families after hours and on weekends
- Comply with HIPAA requirement for privacy and access of records
- Participate in collaborative cross-system teaming and community-based service delivery
- Culturally sensitive to each client/family and individual needs and customs as appropriate
- Actively participate and attend in-service presentations, mandatory meetings, and trainings as scheduled
- Participate in program outreach
- Perform other duties as assigned by supervisor
- Other related work, as requested

### *Required Knowledge and Skills:*

- Ability to be flexible and multitask, handling several tasks simultaneously
- Ability to work well as part of the Wraparound team
- Ability to communicate effectively, both orally and in writing
- Ability to prepare effective written materials including correspondence and reports
- Ability to maintain confidentiality of records and information
- Experience working with multiethnic/racial clients and communities
- Ability to stay focused on duties and projects and get them completed on deadline as assigned
- Proficiency at computer related skills required

*Qualifications:*

- Must be a parent or relative of a special needs child or child who could be considered not neurotypical
- High School Diploma or equivalent is required; some college preferred

*Additional Expectations:*

- Must have a valid NYS Driver License, an acceptable driving record, and adequate auto insurance coverage.
- Must work the expected hours of 8:30am to 4:30pm, Monday through Friday.
- Must comply with all Agency policies and procedures, using the Program Policy and Procedure Manual as a reference.
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the program or service provided.
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, agency operations, or personnel of the agency.
- Required to maintain accurate documentation including, but not limited to, purchase orders, petty cash, expenditures, mileage records, and time sheets.