



**BIRTH PARENT INVOLVEMENT MODELS:**  
Discussion notes from the California Family to Family  
(F2F) Coordinators' Meeting (April, 2006)

*“Having a birth parent who’s successfully reunified with their children involved with our agency has been invaluable ... they’re part of our interview and training process for new social workers and foster parents, they participate in TDMs, and advisory committees. The birth parents help us keep it real.”*

*- comment from Family to Family coordinator*

**INTRODUCTION:**

Enclosed are the discussion notes on how some child welfare agencies developed birth parent participation models. The notes were primarily gathered from the April 11, 2006 California Family to Family (F2F) Coordinator’s meeting. Family to Family Coordinators Anne Bloxom (Orange County Children and Family Services) and Brian Parnell (Kern County Department of Human Services) also conducted informal phone and email surveys with their colleagues which are also included in this handout.

The group discussed different birth parent participation programs in their county and how birth parents were involved in a variety of tasks such as training social worker staff, joining advisory committees, serving as mentors to other birth parents, and participating in orientation training for foster parents.

The F2F sites shared how the participating birth parents provided insightful testimonials to new families regarding how social work practice has improved with the implementation of the Family to Family Initiative. The coordinators discussed several challenges in implementing the parent involvement programs such as; determining which parents are selected to become a mentor and or partner and deciding when was the best time for a person to become a mentor (i.e. how long was this person clean and sober since relapsing AOD parents can be an issue), how long in reunification or not etc?) The programs prohibited mentors to also serve as sponsors. Other common issues encountered were developing boundaries and fingerprint clearance. Detailed planning by the counties on how to pay for these positions, developing job descriptions, supervision, and training were also discussed.

Please contact [cafamily2family@yahoo.com](mailto:cafamily2family@yahoo.com) if you have any comments or questions.

**Contacts:** Cynthia Rinker Program Manager, Phone; 510-268-2342, [rinkec@acgov.org](mailto:rinkec@acgov.org)  
Vanessa Anderson, Parent Leadership Program Coordinator, Phone: 510-268-2364  
[anderva@acgov.org](mailto:anderva@acgov.org)

- **Program Overview:** Parent Engagement activities have already begun with the creation of a Parent Leadership Team /Advisory Council (10 parents are currently participating) and the implementation of Parent Orientation classes. Some parents participate in monthly meetings and training while other parents co-facilitate the Parent Orientations, speak at new worker training, speak on Pride panels and some are involved with agency planning and development within Children and Family Services. Parent Engagement activities include the following:
  - 1. Development and implementation a Parent Leadership Team (PLT)  
Started PLT on June 23, 2005**
    - Birth parents who have successfully completed reunification were invited to participate on the Parent Leadership Team. The team members took part in the department’s planning and development of Parent Orientations that are designed to support family reunification system changes. Parent leaders meet monthly and participate in training to help them develop their professional skills. Training workshops include topics such as “Communicating Effectively”, “Group Process”, “Effective Meeting and Facilitation Skills” and “Conflict Resolution”. Resource parents and relative caregivers will also join the team at a later date. Parent leaders are paid \$20 for attendance at meetings (usually 2 hours) Funding currently comes from the F2F grant. Funds will need to be identified for continuation of the program.
  - 2. Development and implementation of Parent Orientation Classes  
Classes started September 14, 2005. Currently 112 parents have graduated.**
    - Parent Leadership Team members along with child welfare staff were involved in the planning and implementation of the parent orientation meetings for birth parents who are new the to child welfare system. There are currently four parent leaders who can co-facilitate the classes along with child welfare staff. Parent leaders are paid \$120 for co-facilitating three Parent Orientation Classes.
    - The parent orientation classes are 3 sessions each 2 hours long. The classes focus on:
      - Overview of the child welfare and juvenile Court Systems
      - How to work with your child Welfare worker and your attorney.
      - Resources in your Community
    - Funds come from the F2F start up grant. Additional funding will need to be identified.
  - 3. Plan and implement a Parent Advocate Program  
Planning: November 2005 Projected start date: April. 2006**

Parents from the Parent Leadership Team will be trained to become peer advocates for new parents that are coming “into the system.” They will help educate, mentor and support

parents in understanding what is required of them to help them get their children returned or to safely remain in their homes. They are currently involved in planning meetings to develop this program. Parent Advocates will be \$15.00 dollars per hour through contract with a maximum of \$24,999. Funds will come out of CWS allocation.

**3. Plan and implement “Icebreaker” meetings between Birth Parents and Resource Parents Planning: June, 2006 Projected start date: September, 06**

In partnership with the Recruitment, Training, and Support Work Group, we will develop a program to facilitate meetings between birth parents and resource parents at the time of placement. The objective is to facilitate the transition of the child(ren) into the home of the resource parent(s) by sharing in depth information about the child(ren) and modeling for the children a non-adversarial team approach between the birth parent(s) and the resource parent(s).

<p><b>Contra Costa County, CA</b> Contra Costa County Children and Family Services</p>
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*See Sample forms attached*

**Contacts:** Steve Peavler, F2F Coordinator; Phone 935.313.7703, [peavls@ehsd.cccounty.us](mailto:peavls@ehsd.cccounty.us)  
Neely McElroy, Supervisor; Phone 925.335.7102, [mcelrn@ehsd.cccounty.us](mailto:mcelrn@ehsd.cccounty.us)  
Judy Knittle, Parent Partner Coordinator; Phone 935.335.7115

- **Program Overview:** The program started in June 2004. All birth parent positions are contract positions, not regular county positions. There are two (2) full time Parent Partners (PP) who are former parents and a full time Coordinator who coordinates the program. Each has individual contracts with the county and were hired through a RFI process. There are also part time parent partners who are reimbursed @ \$13.50 hour for their time. Typically they only mentor 1-2 families at a time and have other employment elsewhere. The full time PP's are stationed in the county offices and are paid \$15 hour. There are no benefits although there are mileage and travel allowances into their contracts. There is a Board of Supervisors order in place that authorizes the county to reimburse the part-time consultants at their designated rate. The parents serve as advisors and mentors. They are currently in development for the parent orientation.
- **Funding:** Use Federal System of Care funds
- **Program Structure:** 2 full time parent partners (under contract and housed with staff) and 3 part time mentors who receive stipend. More parent partners are currently being added. Referrals come from staff. MOU in place with Juvenile Court regarding parent partners not being subpoenaed.
- **Screening/hiring:** for reunified parents with substance abuse history the following is undertaken; fingerprinting completed, felonies reviewed, interview process. Also try to avoid parent partners who “have an axe to grind”.
- **Pay:** Full time mentors paid \$15.00 hr. Part time paid \$13.50 hr.
- **Referrals:** Assigned social worker referral

- **Population served:** reunifying parents with substance abuse issues; not serving families with severe abuse or severe mental health issues.
- **Number of Assignments:** full time staff up to 10 families, part time staff assigned 1-4 families. Court unit supervisor forwards court petitions to coordinator, matching is made and parent partner meets parent at court. The F2F Coordinator decides how much the birth parent is ready to do.
- **Frequency of contact:** Contact with family within 24 hours of receiving referral. Ongoing contact determined on a case-by-case basis. Need for contact is higher when case is new. Jail contacts are problematic.
- **Supervision:** individual and group supervision
- **Training provided:** BABF, County Overview, Public speaking/telling your story, Resources & Referrals, Mandated reporting, Confidentiality, Parent engagement, TDM training, Boundaries, CalWORKs overview. Expectations of parent partners when meeting with parents: no cell phone usages, punctuality, follow through, professional appearance, no children with them, minimal documentation; do not share information with assigned social worker.

### **Fresno County, CA**

Fresno County Department of Children and Family Services

**Contact:** Andrea Sobrado, F2F Coordinator; Phone 559-253-9525/ 559-352-6772, [Sobraa@co.fresno9.ca.us](mailto:Sobraa@co.fresno9.ca.us)

- **Parent Leadership Program:** Currently consists on 1-2 parents participating in Parent Leadership Task Force

### **Kern County**

Kern County Department of Human Services

*See Sample forms attached*

**Contacts:** Brian Parnell, F2F Coordinator; Phone 661-868-8901, [parnelb@co.kern.ca.us](mailto:parnelb@co.kern.ca.us)  
Direct Supervisor: Emily Thomasy, Program Specialist 661-631-6071

- **Program Overview:** Birth parents have been used for the past 3 years and are now classified as “extra help office services clerks.”
- **Types of parent leadership programs in place:** Parents participate in a range of activities including Parents Anonymous Groups, home visits with social workers on differential response cases and community PR. Parent Orientation Groups are not in place yet.
- **Funding:** County funds. Currently Parent Leaders are contract employees. A work group is exploring creating a permanent job classification through which they can offer Parent Leaders regular, full time employment with benefits, and not lose the expertise they gain once their contract terminates. Kern only allows renewal of contracts once.

- **Program Structure:** Parents lead Parent Support Groups and make home visits with social workers on differential response cases. The birth parent mentors are used for Family decision meetings but are not doing TDMs yet.
- **Screening/ hiring:** Parents are hired as county employees in extra help positions.
- **Pay:** \$15 an hr., mileage is reimbursed
- **Population served:** Reunifying parents + other parents who need support via support groups
- **Source of Referrals:** Social workers and self-referrals
- **Number of assignments:** varies (currently 20+)
- **Frequency of contact:** varies as needed (multiple per week to several per month)
- **Supervision provided:** Oversight by Program Specialists
- **Training provided:** Social work training, protocols, boundary guidelines: Support to social worker, reports contacts with clients to social workers, provide broad range of supportive services to birth families to assist them in becoming successfully reunified with their children
- **Expectations:** Assist birth parents to be successful in reunifying with their children
- **Additional programs:** Participation on Family to Family Committees and other community committees and Kern County Collaborative meetings

### Los Angeles County, CA

Los Angeles County Department of Children and Family Services (DCFS)

**Contact:** Nina Powell-McCall, Program Manager/F2F Coordinator; PH: 213.639.4799, [poweln@dcfs.ca.la.ca.us](mailto:poweln@dcfs.ca.la.ca.us)

- A copy of DCFS' "We are Family" *A Celebration of Family Reunification* document was shared which outlined an event to honor parents that reunify and includes family, social workers and community members.

### Monterey County, CA

Monterey County Department of Social and Employment Services

**Contacts:** Anne Herendeen, F2F Coordinator; Phone 831-759-6720, [herendeena@co.monterey.ca.us](mailto:herendeena@co.monterey.ca.us).

Door to Hope Executive Director, Chris Shannon (831-758-0181)-

- **Program Overview:** Titled "Mentor Moms and Dads," the program is 2 years old. Began because of Judge's request (judge served in both dependency and drug court). They currently have a pilot program for mentor moms in emergency response (ER), particularly for drug exposed infants.
- **Funding:** First year- provided training through grant. Second year contracted with substance abuse program- **Door to Hope**
- **Screening:** reunified for 2+ years; background cannot include a crime of violence: in recovery 2+ years; cannot be a sponsor; negative feelings toward the department are considered problematic. Due to contract, mentors are not county employees.

- **Lead Mentor's assignment:** Full time employee of the contract agency. Reports to a clinician, attends detention hearings, screens and matches clients to mentors, arranges day care when needed for convening presentations. The birth parent mentors are used for Family decision meetings but are not doing TDMs yet.
- **Pay:** \$22-25 an hour
- **Population:** primarily reunifying parents with child(ren) 0-5 years old
- **Referrals:** Through judges & attorneys of Dependency Court and social workers.
- **Number of assignments:** Part time Mentors: assigned 2-3 families each
- **Additional assignments:** presentations- paid full time for presenting, half time pay for attending
- **Frequency of contacts:** monthly face to face contact with parents with additional contact by phone or e-mail; 1 1/2 hour meeting a month
- **Supervision:** Supervised monthly by a licensed clinician.
- **Training:** 12 hours initial training, followed by monthly training/support meetings, training on Dependency court system, Legal timelines for reunification, Engagement strategies, including motivational enhancement strategies, Boundaries, Mandated reporters, Local resources, Domestic violence issues, Impact of prenatal substance exposure on infant/children, Parenting education, Confidentiality, and Protocols/ Boundaries
- **Overall experience:** Very positive

<p><b>Orange County, CA</b> Orange County Children and Family Services</p>
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**Contact:** Anne Bloxom, Program Manager II/F2F Coordinator; Phone 714.704.8090, [anne.bloxom@ssa.ocgov.com](mailto:anne.bloxom@ssa.ocgov.com)

- **Program development** Orange County's Parent Leadership Program began in 2005 when they began to host a quarterly recognition ceremony called "Celebrating Families" to celebrate the successes of parents whose families have successfully reunified. Since beginning these celebrations a group of Orange County birth parents have begun a support group called Parents Taking Action (PTA) that serves as an advisory board to the agency. These parents currently participate in the Children and Family Services Redesign Planning Council, TDM Strategy Meetings, foster parent orientations, and new employee orientations. Parents have been speakers at many events including the state legislative committee, community forums, Family to Family trainings and agency division meetings. Orange County and the PTA want to further develop parent leadership activities including a mentorship program, parent orientation sessions for parents new to the dependency system, and a parent "warmline" to answer questions and provide support to parents currently involved in reunification programs. Orange County has also started developing a video that will include parent testimonials and be shown to new parents attending parent orientation sessions. Randy Jenkins and Sandra Jimenez (Annie E Casey Foundation Consultants) have provided training to Orange County parents and staff in preparation for these upcoming programs. A contract is currently being pursued to develop these programs that will assist in overcoming barriers to hiring birth parents as CFS employees.

**Placer County, CA**

Placer County Department of Health and Human Services

*See Sample Forms attached.*

**Contacts:** Michelle Labrador, Program Manager/F2F Coordinator; Phone 530.889.6703, [mlabrado@placer.ca.gov](mailto:mlabrado@placer.ca.gov)

Diane Shively, Program Director; Phone 530.886.5473, [dshivley@placer.ca.gov](mailto:dshivley@placer.ca.gov)

- **Program Overview:** Placer County works with a nonprofit organization, United Advocates for Children of California ([www.uacc4families.org](http://www.uacc4families.org)) which provides wraparound services and hires birth parents to work with their program.

**Sacramento County, CA**

Sacramento County Department of Health and Human Services

*See Sample forms attached*

**Contacts:** Marian Kubiak, F2F Coordinator; Phone 916-874-5080 [kubiamb@saccounty.net](mailto:kubiamb@saccounty.net)  
Verronda Moore, Current Parent Leadership Coordinator; Phone 916-874-3351  
[mooreve@saccounty.net](mailto:mooreve@saccounty.net)

- **Program Overview:** Sacramento began utilizing Parent Leaders around 3 years ago when a Parent Leader Task Force was created with the help of Parents Anonymous. Three of the Redesign AmeriCorps positions were used to hire Parent Leaders. Two have returned this year under the same AmeriCorps contract. There has been interest in developing this into a county position. Having the AmeriCorps Parents on board has provided us with a lot of information on what resources are needed. In Sacramento, we have focused our AmeriCorps Parents around our Redesign Workgroups and system improvements, but they have also provided some mentoring and direct client contact. The parent partners worked with the county to create a leadership brochure, a parent's guide to the Child Welfare System, a parent orientation power point presentation, and a video presentation currently under production to be played outside of the courtroom while parents are awaiting court hearings. The parents sit in on some TDMs (with the family consent). Parent leaders initially observed in TDMs but now act as advocates for the parents. It has been very beneficial program. The Americorp parents are cleared to provide follow-up with new birth parents. Sacramento is not doing a mentoring program since supervision is difficult and complicated. The birth parents are involved with the PRIDE training for foster parents, staff training in AOD and in the new social worker training curriculum. They are involved with shared leadership task force and set the ground rules for task force meetings. The parents are part of the initial social workers interviews. Currently, there are 2 FT Americorp staff and 12 parents on the task force. Over

half of the parents receive paid stipends for their participation on various activities. The two Americorp workers are studying to become Social Workers.

- **Types of programs in place:** Advisory role, parent orientation, supportline, mentors, (informal through parent orientation or social worker referral)
- **Program Development:** started in 2003 with Parents Anonymous
- **Funding:** Stuart grant
- **Program Structure:** 3 Americorp staff (1 full time/2 part time) that are reunified parents; 3 part time mentors who receive stipends or gift cards. Parent Orientation; one time weekly; currently not at court; includes info regarding the court process, reunification and introduction to mentors. Parent can request a mentor or call when they need support. Mentorship program is still informal. Advisory role is a big focus of the program. Parents attend redesign committees, speak at conferences, SW training and participate on hiring interview panels
- **Screening/ hiring:** Social workers provide suggestions for recruitment. Also recruit at transitional housing programs. In order to join the Shared Leadership Task Force, parents must attend 1 SLTF meeting, complete an applicant, and participate in an interview process.
- **Pay** \$10.75 hr.
- **Population served:** reunifying parents
- **Referrals:** Social workers referrals
- **Frequency of contact:** Determined by family's needs
- **Supervision provided:** Group and individual supervision
- **Expectations:** Mandated reporters, information is shared with assigned SW.
- **Additional programs:** Stars Program-Drug court has recovering addicts/Substance Abuse Treatment Specialists as part of the program. Parents assigned a Substance Abuse Treatment Specialist don't usually need a mentor.

<b>San Francisco County, CA</b>
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San Francisco Department of Human Services
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**Contact:** Liz Crudo, Redesign/F2F Coordinator; Phone 415.557.6502, [liz.crudo@sfgov.org](mailto:liz.crudo@sfgov.org)

- **Program Overview:** SFHSA has developed three formal components of their parent engagement efforts; these are contracted out with the CWSOIP grant and include: **1-Parent Advisory Council** – an advisory body that informs system change throughout the department which was developed as part of the SIP. Parents are involved with training, are participating in various committees, and are developing a Court orientation for parents before their detention hearing. **2-Peer Parent Program** – Parents who have experience in the system provide a peer support to parents new to child welfare in an effort to support them and assist with service provision. This is part of the Differential Response efforts to provide more preventive, community-based services. **3-Parent Support Group**, a weekly support group for parent involved in the child welfare system.

**San Luis Obispo County, CA**

San Luis Obispo County Department of Social Services

**Contact:** Mari Solis, Program Manager II /F2F Coordinator; Phone 805.781.1839, Fax 805.781.1846, msolis@co.slo.ca.us <msolis@co.slo.ca.us>

**Program Overview:** There are a variety of parent leadership development programs in San Luis Obispo County, including:

- **Head Start (HS):** The Head Start shared governance model requires all budget, policy or program changes (including personnel) cannot be implemented without parent approval. Each Head Start center has a local parent committee, which elects a representative to the HS Policy Council. HS provides training and conference experiences and reimburses or provides childcare, transportation and food for local meetings. Parents are trained on Robert's Rules of Order, meeting preparation, hiring & firing, use of by-laws. Family Support Advocate provides one-to-one coaching, transportation, etc. Parents drive program decisions and can change by-laws. HS recognizes the parent as the child's primary teacher and seeks to instill skills and confidence. There is a need to reinforce parent involvement in K-12. The skill building elements might qualify for job-training funds.
- **POPS:** The County has a father involvement study and noted that retention is high. The goal is empowerment to be a better parent and to share responsibilities. Graduates often express the desire for continued involvement and POPS is thinking about peer mentoring to extend the process.
- **Parent Education & Support:** There are a various parent training classes in the county which are funded through the Safe and Drug-Free Schools grant. There is a great demand and waiting lists are common. They use paid facilitators and books/materials are about \$50 for the 6-week class. 90% of the parents pay at least something but the classes are offered regardless of ability to pay. Classes are offered for parents of children of all ages, and are periodically offered in Spanish. They would like to see a consistent schedule offered countywide so parents can have regular access to this information. It would also be great to have parents who have taken the class become trainers.
- **Parents Anonymous (PA):** This PA model was contracted by the Office of Child Abuse Prevent. Another model is called Circle of Parents (CBCAP) and used in other states, not currently offered in California. CBCAP funding is directed at parent involvement and SLO would like to develop foundation support.
- **Others:** 8/1/2006 Parent Advisory Council, Family Mentors at Family Care Network, Grandparents Raising Grandchildren, SELPA resource parents (which currently uses volunteers), Vision Unida leadership training, Self-Help Housing, HUD Self-Sufficiency group, Parents Helping Parents (Tri-Counties Regional Center)

*See Sample forms attached*

**Contact:** Ginny Alford, F2F Coordinator; Phone 530.528.4171, [galford@tcdss.org](mailto:galford@tcdss.org)

- **Program Overview:** Began using a parent partner in early 2001. A contract was established with a mom who had successfully completed her case, reunified with her children and whose CWS case was dismissed. She worked on an as needed basis for \$10 per hour (later increased to \$15 per hour). Agency considered her as a “CPS sponsor” for the mothers who had substance abuse as the underlying issue in their CWS case. In September 2004 two women were hired (the same one who had the original contract and another) as full time employees. The merit system classification that was found to be best suited for the position is called vocational trainee (specifically did not want something that had minimum requirements for case management or college education). In January 2005 one more position was added, not as a county employee, but as an AmeriCorps member. The AmeriCorps member is a male who acts as parent partner for fathers. The three parent partners go out on referrals with intake and response social workers to help engage clients when substance abuse is a primary allegation in the abuse/neglect referral. For ongoing family maintenance and family reunification cases, the parent partners function as part of a team, assisting parent clients stay the course. This may involve working with them to develop more positive attitudes regarding involvement with CWS, helping the parents get to treatment and AA/NA meetings. They provide home-based services and training to parents on topics such as budgeting, parenting skills, etc. Parent partners also assist with urine tests and housing searches. They advocate for parent clients point of view and accompany parents to case staffings and court when appropriate.
- **Training:** Intensive training for Parent Partners as well as the rest of the staff. Integrating the parent partners as full time, respected, CWS team members, has not been easy. Some of the issues that have had to be focused most on are: boundaries, engaging vs. enabling, identification and personal growth for the parent partners (from client to para-professional to “part of the system”), appropriate advocacy, learning how to let go when parent clients won’t/can’t follow through, and taking care of self when personal issues get triggered.
- **Funding:** Funding for the two full-time positions comes out of the base CWS allocation. The county share of the AmeriCorps position is covered by Child Welfare funds.
- **Screening/Hiring:** Tehama County is Merit System Services County and thus followed the hiring procedures as outlined by Merit System Services.
- **Pay:** The wage for a Vocational Assistant, Step A is \$8.29 per hour plus full benefits.
- **Referrals:** Social workers notify the Parent Partners’ supervisor when they think a client would benefit from having a Parent Partner and the supervisor in turn assigns the referrals.
- **Population Served:** The Parent Partners primarily work with persons with AOD issues.
- **Number of Assignments:** Parent Partners carry approximately 20 – 25 cases at any given time. Contact ranges from daily contact at the beginning to weekly or less as the case progresses.

- **Next Steps:** Tehama would like to increase the number of volunteer parent leaders who are available on a part time case by case basis.

### **Ventura County, CA**

Ventura County Human Services Agency

**Contacts:** Elaine Martine, F2F Coordinator; Phone 805-654-3290,  
[elaine.martinez@ventura.org](mailto:elaine.martinez@ventura.org)  
 Supervisor, Catherine DelaTorre-Martinez; Phone-805-240-2706  
 Parent Leadership Program: Parents with Purpose (2 active parents)

### **Las Vegas, Nevada**

Nevada Division of Child and Family Services

**Contacts:** TJ Rosenberg; Natalie Phalipic, Phone 702-388-8899

- **Parent Overview:** *Parents Encourage Parents* (PET)- Parent orientation and mentorship. Program has been in existence for 7 years.
- **Funding:** Non- profit organization working with county agency
- **Program Structure:** Two full time Family Specialists and part time volunteer Mentors. Parent Orientation session is held monthly at one of the five neighborhood sites. A Family Specialists and volunteer Mentor provide Orientation material and inform birth parents of ongoing monthly support groups at the neighborhood sites. A Family Specialist assisted by a Mentor provides more one to one assistance to those families that request and need additional time.
- **Screening/hiring:** Fingerprint and background checks. Potential Mentors have screened themselves out when this is not a good fit for them.
- **Pay:** Volunteers don't have to be documented because pay is a stipend check. Mentors paid \$25 per event.
- **Population served:** Parents with child abuse and neglect issues.
- **Referrals:** Assigned county social worker refers.
- **Number of assignments:** Volunteer Mentor's hours are determined by what they are willing to do. Because they provide services to the family to supplement the Family Specialist activities, they can make limited calls and visits.
- **Frequency of contact:** Depends on the family's needs. Varies according to birth parent's ability and what they are willing to do. Family Specialists are assigned when a family needs more time than is provided in the support groups. Mentors work with Family Specialists and are assigned to provide additional assistance to the family by completing activities such as:

accompanying parents to court, IEP Meetings, and assisting with resources, participate as part of a team.

- **Supervision provided:** Family Specialist’s are supervised by program Director and receive individual and group supervision. The Family Specialists supervise the Mentors. Mentors are paid for each family that they work with and turn in written paperwork. Families are surveyed frequently for feedback regarding service.
- **Training provided:** 90 days of training for Family Specialists, including field trips with social workers. Mentors are given 8 hours of training over a 4 week period including training on ethics, self esteem, grief and loss, confidentiality, mandated reporting.
- **Protocols, boundary guidelines:** There is a written curriculum that is too lengthy to send. Issues with boundaries have not been a problem.
- **Expectations:** Family Specialist and Mentors are mandated reporters, they do not testify in court or send reports to the assigned social worker.

**Louisville, Kentucky**  
Kentucky Cabinet for Health and Family Services

**Contacts:** Patricia Nichols-Prell, F2F Parent Leadership Coordinator; Phone 714.704.8059  
La Ronda Cantrell, Parent Advocate Coordinator; Phone 502.595.5274,  
[Laronda.Cantrell@ky.gov](mailto:Laronda.Cantrell@ky.gov)

- **Program Development:** Program began Jan 30, 2005 with Annie E Casey Foundation TA
- **General Funding:** Used blended funds within their Cabinet to fund the program and then were approved of a grant from the Annie E Casey Foundation in 2006
- **Population Served:** parents with kids 5 and under on the caseload; families involved with CPS for the first time; and families that reside in areas where there are high removal rates. Referrals come from workers or families may contact program directly to request an advocate.
- **Screening:** There is an application process and parent advocates agree to commit to program for one year. There is a written protocol and an agreement signed. Program Structure: Twelve trained Advocates. Volunteer program, but advocates receive a stipend. Parents are matched depending on skill level and based on what they can do. Parents need to be stable and not dependent on this job as an income source.

- **Pay/Assignments:**

Tier I	1 family/minimum of 10 hrs/month	\$100.00
Tier II	2-3 families/minimum of 10 hrs per family, per month	\$200.00
Tier III	3-4 families/minimum of 10 hrs per family per month Also participate in National conferences, panels, work groups, etc.	\$300.00

- **Supervision:** Monthly 2-hour meetings facilitated by a Coordinator

### Parent Partner Referral

Please complete and return to Judi Knittel, Parent Partner Coordinator at  
[Jknittel@ehsd.cccounty.us](mailto:Jknittel@ehsd.cccounty.us) or  
2530 Arnold Drive, Suite 200, Martinez, CA  
(925) 335-7115

**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.

Name of Person Making Nomination \_\_\_\_\_ Telephone # \_\_\_\_\_

Name of nominee: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Briefly explain your nominee’s involvement with the child welfare system and why you think this person would be successful as a Parent Partner:

Is your nominee’s Child Welfare case currently closed?  Yes  No

Does your nominee know that you are submitting his/her name as a Parent Partner candidate?

Prepared by Judi Knittel  
Revised 8/17/04

## Contractor's Responsibilities Parent Partner Leader Service Plan

Parent Partner leader will provide services for the Federal System of Care Grant and the County Redesign. Duties include but may not be limited to the following:

- A. Parent Leaders will attend meetings and will offer input that represents the parents' perspective and interests.
- B. Attend all meetings, as requested, and serve as the parents' voice on committees and workgroups.
- C. Attend all trainings as designated.
- D. Complete all paperwork, including but not limited to, demands, mileage forms, and correspondence in an organized, accurate and timely fashion.
- E. Regularly attend supervision with the Parent Partner Coordinator.
- F. Actively participate as a parent mentor to families currently, involved with Contra Costa County Children and Family Services;
- G. Attend court appearances and meetings (including TDMs) when requested to do so by the parent;
- H. Make necessary contacts in order to review pertinent family information and discuss case with appropriate stake holders;
- I. Meet with her assigned parent(s) as agreed upon in supervision.
- J. Document all contacts and interactions with their mentee on approved contact form.
- K. Perform additional consultation services related to the Federal System of Care Grant
- L. Assist in the development of a Parent Handbook.

## County's Responsibilities

County will:

- A. Meet with contractor as necessary to exchange information.
- B. Provide supervision and contract monitoring through the Children and Family Services Division Manger for Child Welfare Services or her designee.

## Payment Provisions

The contact Payment Limit is **\$31,200**

Contractor's rate of pay is \$15 per hour

- a) inclusive of all expenses and mileage associated with the performance of this contract, with the exception of travel expenses incurred in connection with conferences and trainings located outside of the County. Contractor will receive payment for actual hours of services provided to County, not to include meal period(s), breaks or time spend on tasks unrelated to provision of service under this contract.

or

- b) Exclusive of all expenses and mileage associated with the performance of this contract, including travel expenses incurred in connection with conferences and trainings located outside of the County. Contractor will receive payment for actual hours of services provided to County, not to include meal period(s), breaks or time spend on tasks unrelated to provision of service under this contract.



### **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.

Prepared by Judi Knittel 11/9/04

## Job Announcement

### Children and Family Services (CFS) Parent Partner Coordinator for System of Care

#### Job Description:

The CFS Parent Partner Coordinator will serve as a voice and advocate for families and children who have been involved with the Child Welfare System. The Parent Partner Coordinator will assist the System of Care Federal Grant Coordinator in the development of the CFS Parent Partner program. The Parent Partner Coordinator will be responsible for recruiting, training, and supervising Parent Partner Mentors. The Parent Partner Coordinator will participate in System of Care and Child Welfare Redesign workgroups and committees and serve as a voice for families who have experienced the Child Welfare System. The Parent Partner Coordinator may also participate in Team Decision-Making meetings, make presentations, and develop community resources for families. Additional responsibilities include developing a support network for families and children served by Children and Family Services and providing individual and system advocacy for families involved in the Child Welfare system.

#### Desirable Skills and Experiences:

- Ability to communicate and write clearly.
- Ability to supervise staff and resolve conflicts productively.
- Ability to use computers and other relevant communication technology.
- Ability to monitor staff demands, timesheets and reimbursements.
- Possess good interpersonal skills.
- Possess parenting and/or direct care giving skills
- Knowledge of the Child Welfare System.

#### Minimum Qualifications:

- Education – High School diploma; higher education preferred
- Experience – Prefer applicant to have experience as a parent or family member who has been involved in the Child Welfare system.

#### Funding:

EHSD will award a standard contract to the selected individual. An hourly rate of \$20.00 will be paid for the work performed. Contract is a one-year contract with renewal options. The System of Care Grant is a five-year grant. This will be a full-time position. The Parent Partner Coordinator will report directly to the System of Care Federal Grant Coordinator.

## HUMAN SERVICES PARENT MENTOR

### Definition

Under direct supervision, provides emotional support, advocacy, and mentoring services to families involved with, or at risk of being involved with, the Child Protective Services system.

### Distinguished Characteristics

The Human Services Parent Mentor is expected to possess the ability to work in crisis situations with parents whose families are being assessed by Child Protective Services, or whose children have been removed from their home by Child Protective Services. Incumbents perform duties of increasing responsibility as experience is gained, and may be expected to work variable hours including evenings and weekends.

### Essential Functions

- Provides emotional support to families residing in Kern County who are involved with, or at risk of becoming involved with, Child Protective Services. Support will be provided by telephone contact, contact at treatment facilities, visits to the family's homes.
- Provides families referrals to community resources that will assist the family with a number of economic, psychological, or social issues, as their need determines. Services include substance abuse treatment, parent training, domestic violence counseling, family counseling, unemployment, counseling to address child abuse and neglect, and counseling to address mental health conditions.
- Advocates for families and assists them in accessing needed services.
- Mentors parents who are ordered by the court to complete a Department of Human Services Reunification Plan.
- As directed by Department of Human Services staff, assists with crisis intervention.
- Communicates with Department of Human Services staff by providing regular and open feedback regarding interactions with involved families.
- Provides presentations regarding Parent Mentor roles and availability to Department of Human Services staff, and other designated community groups and agencies.
- Maintains records of client contact and submits regular reports of work activity.
- Develops and maintain Volunteer Parent Support Groups throughout Kern County.
- Performs other related duties as assigned.

### Employment Standards

1. Successful completion of the Kern County Department of Human Services Reunification Services Program.
2. High School diploma, completion of the GED, OR any equivalent combination of training or experience to obtain the knowledge or skill to perform the essential duties of the job.
3. Not currently on probation or parole.

Knowledge of: Effective parenting skills; household organization and management; household budgeting; basic job search skills; basic computer skills and typing; the Child Protective Services system and Juvenile Court process; counseling services available in Kern County, substance abuse dynamics and treatment.

Ability to: Follow oral and written instructions; communicate well with individuals or groups with persons from a variety of social, cultural, and economic backgrounds; work effectively with children and adults in crisis situations; work effectively with physically and/or mentally handicapped persons; recognize signs of abuse and report abuse according to departmental protocol; respect and strictly adhere to policy regarding confidentiality of information and records; use standard office computer programs;

DRAFT ONE: March 20, 2006

## Position Description

<b>JOB TITLE:</b>	Family Advocate
<b>TIME/HOURS:</b>	Full Time
<b>FLSA STATUS:</b>	Exempt
<b>WAGE/SALARY:</b>	TBD
<b>BENEFITS:</b>	Full
<b>SUPERVISOR:</b>	Direct Service Program Manager
<b>PROBATIONARY PERIOD:</b>	Three - Six (3-6) Months
<b>REQUIREMENTS:</b>	<p><i>Experience:</i> A minimum of three years of professional or personal experience providing advocacy, information, education, and support services to parents whose children are accessing public services related to their child's mental health related issues. Must be a parent of a child who is currently, or has in the past, received services from a child serving agency for mental health related issues.</p> <p><i>Education:</i> High School Diploma or GED and two (2) years of relevant experience.</p>
<b>PURPOSE:</b>	Under direction of the Direct Service Program Manager, provides information and referral, case management, informal support, and educational services to parents whose children are receiving public services for mental health related issues through Placer County's R.A.F.T. Program (Rallying Around Families Together). Assumes leadership role in improving outcomes of children by providing parents with: information around due process rights; aid in problem solving for effective interaction with public agencies; resources and information to link back to their natural community support systems; and support parents in their achievement of personal goals that will improve the outcomes of their children.
<b>ROLES:</b>	<p>The Family Advocate will exhibit proficiency in the following three (3) roles:</p> <ol style="list-style-type: none"> <li>1. Technical skill in the area of hire.</li> <li>2. Competence in working as a member of one or more teams. Teams may be intra-agency or interagency, and consist of individuals with diverse perspectives.</li> <li>3. Commitment to the mission of United Advocates for Children of California.</li> </ol>
<b>SUMMARY:</b>	<ol style="list-style-type: none"> <li>1. Attend Family Team Meetings, IEP meetings, court hearings, and other formal meetings as needed in support of the family.</li> <li>2. Work with parents/caregivers in developing an IEP prior to the formal IEP meeting if applicable.</li> <li>3. Educate parents/caregivers about the guidelines and procedures of AB3632 (chapter 26.5) and IEP's if applicable.</li> <li>4. Be available to the family by phone, or home visit to provide support and encouragement.</li> </ol>

	<ol style="list-style-type: none"><li>5. Assist parents/caregivers on how to negotiate, resolve conflicts, and navigate county agencies.</li><li>6. Build bridges to parents/caregivers the public mental health teams and agencies providing them with services.</li><li>7. Support parents/caregivers in emotionally reconnecting in a positive manner with their child when they are returning home after being in out of home placement.</li><li>8. Support the linkage between families and their natural community resources by attending outings in the community along with families.</li><li>9. Provide information to parents about support groups and other community resources.</li><li>10. Complete all necessary reports to account for contact hours with family members in a timely fashion.</li><li>11. Provide trainings to providers and other Family Advocates on topics determined by direct service project manager. These may include development of Family Advocate/provider teams, collaboration between family programs and provider driven programs, evaluation of family partnership services, introducing family culture into traditional mental health environments, etc.</li><li>12. Perform other duties as necessary at request of Direct Service Project Manager.</li></ol>
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## **AmeriCorps Member Position Description**

### **Parent Leader**

The Child Abuse Prevention Council of Sacramento and the Sacramento County Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you would like to request an accommodation, please contact Human Resources at (916) 244-1900.

**AmeriCorps** is a government funded community service program designed to help communities meet the specific needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide job experience and increase job skills.

**The Child Welfare System Redesign AmeriCorps Program** utilizes AmeriCorps members to support and sustain the statewide comprehensive effort to improve California's Child Welfare System. Using a service model of engagement, AmeriCorps members may be used in a variety of positions that support County Redesign efforts including: 1) Providing services to at-risk families to avoid entry into the child welfare system using the Differential Response model; 2) Supporting families for successful reunification; and 3) Supporting foster children through recruitment of mentors and foster families in their community.

**Service Position Title:** AmeriCorps Parent Leader

**Supervisor Title:** Redesign Program Planner

### **Position summary:**

Under the supervision of Sacramento County Child Protective Services (CPS) Program Planner, the AmeriCorps Parent Leader will work with CPS staff to support local child welfare Redesign efforts by providing a consumer voice and perspective to the Redesign planning and implementation process. The Parent Leader will also provide direct support and information services to parents who are currently experiencing the CPS system with the purpose of successful case plan completion and exit from child welfare services.

### **Specific Duties and Responsibilities May Include:**

- Develop a formalized structure of Shared Parent Leadership, to advise and assist with CWS Redesign Implementation, program improvements, and policy and program planning.
- Participate from a consumer perspective on various workgroups to support CWS System Redesign, including the Sacramento County CWS Redesign Workgroups, Family to Family planning committees, and other committees as appropriate.
- Attend weekly parenting orientations for parents with children in the CPS system to distribute the Parent's Guide Handout and provide outreach and information to parents.
- Provide outreach to parents who attend the parenting orientation and who have requested a follow-up call for the purpose of information and support.
- Serve as a resource for questions and provide information to parents who request information through the Parent Info Phone Line.
- Support CPS parenting education activities, including resource gathering and feedback to staff.
- Identify and test strategies to better engage and support parents in the CPS system (i.e. support groups, mentoring, court-process video, etc.)

- Participate in community recruitment efforts to increase and strengthen the CPS parent leadership network.
- Provide feedback from a consumer perspective and assist with distribution of written materials concerning Child Welfare Redesign and participate in other outreach events as appropriate.
- Participate in AmeriCorps and CPS training and events, and participate in events to support National Service Days (MLK Jr. Holiday-Jan, National Volunteer Week/Youth Service Day-Apr, and Make a Difference Day-Oct).

#### Necessary Skills

- Prior experience with the CPS system, including successful child reunification.
- Knowledge of the CPS system, programs, and community-based resources.
- Ability to work in a team environment with CPS staff, and establish and maintain personal and programmatic boundaries while providing supportive services.
- Maturity and experience in successfully working with parents and their families.
- Strong interpersonal skills and the ability to relate to individuals with diverse backgrounds, value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skills.
- Abide by confidentiality rules; respect client privacy.
- Willingness and ability to fulfill responsibilities of a Mandated Reporter.

#### Minimum Qualifications

- Interest and commitment to serving in your community.
- Ability to serve families with diverse economic, social, racial, and cultural backgrounds.
- Must be able to report to work on a regular basis.
- Must be able to work a flexible schedule, which may include day, evening and weekend hours.
- Ability to travel between offices and offsite events.
- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check (Waivers may be granted).
- Possess a high school diploma, or GED (exceptions granted).
- Must have current California driver's license and insurance.

#### Terms of Service

AmeriCorps Parent Members must be able to serve a complete term of service—1700 hours or 900 hours by December 31, 200. Members who successfully complete their term may be eligible for a second term of service in 2007-2008.

#### Member Benefits:

**Living Allowance Stipend**—Members will be paid a living stipend on a bi-weekly basis as follows:

First Year of Service: \$10.75 per hour

Second year of Service: \$11.00 per hour

**Education Award**—The education award is provided upon the completion of the term of service and can be used towards paying off existing student loans or can be redeemed within seven years upon the completion of the term of service. The education award is \$4,725 for 1,700 hours of completed service, or \$2,362.50 for 900 hours of completed service.

**Training Opportunities**—Members receive on-site training and supervision. Up to 20% of the Member's service hours can be counted towards training.

**Child-Care**—This is an optional benefit to AmeriCorps Members who meet income eligibility and must serve a minimum of 140 hours per month. This child-care benefit is administered through AmeriCorps

CARE for children up to age 13. Payments are made directly to the child-care provider based on state market rates.

**Health Care**—Benefits are available to AmeriCorps Members who are not enrolled with another health insurance carrier (excluding Medi-Cal) and provided to AmeriCorps Members (but not their dependents) who serve at least 140 hours per month. This program covers both health and dental benefits and is also an optional program.

**ACKNOWLEDGEMENT:**

I have read and understand the requirements for this position. My performance of these duties will be evaluated during the term of service based on the requirements set forth in this document.

\_\_\_\_\_  
AmeriCorps Member (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## VOCATIONAL ASSISTANT

### CLASSIFICATION DEFINITION

Performs a variety of sub-professional work in support of public assistance and social service programs and related administrative functions; and performs related work as assigned.

#### Vocational Trainee

Working under close supervision, Vocational Trainee is the entry/trainee level in the Vocational Trainee/Vocational Assistant classification. Employees in this class receive in-service training, and are given detailed instructions in performance of a variety of support functions related to public assistance and social service programs. As requisite skills and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to Vocational Trainee due to the nature of the work, employees are expected to promote to the Vocational Assistant after six months of satisfactory performance at the trainee level.

#### Vocational Assistant

Working under general supervision, Vocational Assistant continues and expands the training and preparation of incumbents for other classes in the public assistance and social services area, such as Homemaker, for example. Positions in the Vocational Assistant class are flexibly staffed and are normally filled by advancement from the lower level Vocational Trainee, or if filled from the outside, require prior related experience.

### SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Vocational Trainee/Vocational Assistant classification receive close supervision from a supervisor or manager in the relevant program area.

### TYPICAL DUTIES

Duties may include, but are not limited to, the following. For Vocational Trainee, duties are performed at the entry level:

- Provides assistance to facilitate communication between applicants, clients, and agency staff.
- Assists in establishing and maintaining working relationships between agency and clients and community served.
- Assists in the referral of clients to appropriate community resources.
- Transports or accompanies clients to appointments for service or interviews.
- Provides basic housekeeping, household management services, personal care, or childcare services.
- Performs routine clerical duties.
- Assists in the gathering, compilation, and evaluation of data.
- Screens and interviews clients to obtain medical, family, financial, or other information.
- Performs miscellaneous duties in eligibility, social services, employment services, homemaker services, staff services, or related staff functions.
- Performs related duties as assigned.

### EMPLOYMENT STANDARDS

**Note:** The level and scope of the knowledge and skills listed below are related to job duties as distinguished between the two levels in the Definition section.

**Knowledge of:**

- General needs, problems, attitudes, and behavior of clients served by the agency.
- General goals and purpose of public social services programs.
- Modern office practices, methods, procedures, and automated systems.

**Ability to:**

- Exercise sound judgment when evaluating situations, initiating action, and developing alternatives within established procedures and regulations.
- Follow written and oral instructions.
- Maintain confidentiality of case files.
- Write clear and accurate reports.
- Make simple arithmetic calculations.
- Maintain accurate and systematic records.
- Communicate effectively with individuals from diverse socio-economic and cultural backgrounds.
- Establish and maintain cooperative working relationships with the public and staff.

**MINIMUM QUALIFICATIONS (Education and/or Experience)**

Vocational Trainee:

No specific education or experience requirements.

Vocational Assistant:

**EITHER**

Six (6) months of full-time experience performing the duties of a Vocational Trainee;

**OR**

Six (6) months of paid or unpaid work experience in a human services agency that provided an understanding and acceptance of clients served by the agency.

**DRIVER LICENSE REQUIREMENT**

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.

**COUNTY OF TEHAMA**

*CLASS TITLE: VOCATIONAL TRAINEE/VOCATIONAL ASSISTANT*

**EDUCATION AND EXPERIENCE:**

VOCATIONAL TRAINEE: No specific education or experience requirements.

VOCATIONAL ASSISTANT: Requires **some knowledge**. Any combination of training and experience which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Six (6) months of full-time experience performing the duties of a Vocational Trainee;
- OR**
- Six (6) months of paid or unpaid work experience in a human services agency that provided an understanding and acceptance of clients served by the agency.

Requires **some knowledge** means a basic understanding of a subject area, gained through training, education or experience.  
Requires **good knowledge** is that possessed by a well-trained person in a specific field of work.  
Requires **considerable knowledge** which would allow one to perform all but a very limited number of job tasks that might arise.  
Requires **comprehensive knowledge** which would qualify a person as a recognized expert in the field, possessing the capability of supervising others.  
Requires **comprehensive administrative knowledge** which would qualify a person as a recognized expert in the field, capable of managing and directing a unit, division or department at the highest administrative level.

**SPECIAL REQUIREMENTS:** May require a valid California Driver's License.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable. No permanent full-time personnel to supervise.

**CONTACTS:** Co-workers, applicants and recipients of public assistance and social service programs, external agencies and the general public.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting, minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Requires the ability to maintain effective audio-visual discrimination and perception required for making observations and communicating with others.

**WORKING CONDITIONS:** Normal office environment

*The County of Tehama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County of Tehama will provide reasonable accommodation to qualified individuals. The County of Tehama encourages both incumbents and individuals who have been offered employment to discuss the potential accommodations with the employer.*

**COUNTY OF TEHAMA**

*CLASS TITLE: VOCATIONAL TRAINEE/VOCATIONAL ASSISTANT (BILINGUAL)*

**EDUCATION AND EXPERIENCE:**

VOCATIONAL TRAINEE: No specific education or experience requirements.

VOCATIONAL ASSISTANT: Requires **some knowledge**. Any combination of training and experience which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Six (6) months of full-time experience performing the duties of a Vocational Trainee;
- OR**
- Six (6) months of paid or unpaid work experience in a human services agency that provided an understanding and acceptance of clients served by the agency.

Requires **some knowledge** means a basic understanding of a subject area, gained through training, education or experience.

Requires **good knowledge** is that possessed by a well-trained person in a specific field of work.

Requires **considerable knowledge** which would allow one to perform all but a very limited number of job tasks that might arise.

Requires **comprehensive knowledge** which would qualify a person as a recognized expert in the field, possessing the capability of supervising others.

Requires **comprehensive administrative knowledge** which would qualify a person as a recognized expert in the field, capable of managing and directing a unit, division or department at the highest administrative level.

**SPECIAL REQUIREMENTS:** May require a valid California Driver's License. Requires the ability to fluently speak and read Spanish.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable. No permanent full-time personnel to supervise.

**CONTACTS:** Co-workers, applicants and recipients of public assistance and social service programs, external agencies and the general public.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, such as walking, standing and light lifting, minimal dexterity in the use of fingers, limbs and body in the operation of office equipment. Requires the ability to maintain effective audio-visual discrimination and perception required for making observations and communicating with others.

**WORKING CONDITIONS:** Normal office environment

*The County of Tehama is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County of Tehama will provide reasonable accommodation to qualified individuals. The County of Tehama encourages both incumbents and individuals who have been offered employment to discuss the potential accommodations with the employer.*

## AmeriCorps Member Position Description

### Parent Partner Position

**AmeriCorps** is a government funded community service program designed to help communities meet the specific needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide job experience and increase job skills.

**The Child Abuse Prevention AmeriCorps Program** utilizes AmeriCorps members to support and sustain the statewide, comprehensive effort to improve California's Child Welfare System in three priority areas. 1.) Providing referrals for community-based services and resources to at-risk families to avoid entry into the child welfare system following an initial contact; 2.) Supporting families who have been reunited after entry into the child welfare system; 3.) Recruiting families to become foster or adoptive homes, as well as mentors for foster youth.

#### Parent Partner/ Family Advocate Assistant

**Position summary:**

The Parent Partner/Family Advocate Assistant, with the assistance of the Supervisor, will provide support to families on home visits and in center-based services to enhance self-sufficiency, strengthen families and promote prevention of child abuse.

**Specific Duties and Responsibilities:**

- Serve as a family advocate for at-risk families. This includes home visitation support, information and referral about community resources.
- Work with and support the Family Resource Center Child Welfare Services.
- Maintain updated records on case-management work, included but not limited to progress notes.
- Assist families to engage in appropriate problem solving
- Utilize community resources to help families meet the goals on their support plan.
- Refer families to appropriate community resources as needed
- Provide transportation to appointments, meetings and classes as needed
- Participate in regular multi-disciplinary team meetings, individual supervision sessions and other meetings as indicated.
- Assist with parenting and play meetings and support groups
  
- Participate in child enrichment programs, directly supervising play groups with parents and children.
- Plan and implement family events and meetings
- Conduct outreach activities for the FRC
- Assist with health and welfare-related clinics and fairs
- Participate in on-going training activities

## Necessary Skills

- Knowledgeable about local community resources
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals with diverse backgrounds including value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skills
- Ability to support families using a strength-based approach
- Committed to improving the lives of children and families
- Valid California Drivers License, access to vehicle and automobile insurance.
- Abide by confidentiality rules; respect client privacy.

## Minimum Qualifications

- Interest and commitment to community services and education.
- Ability to serve families with diverse economic, social, racial, and cultural backgrounds.
- Ability to serve with minimal supervision.
- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Must possess a high school diploma, or GED.
- Bilingual skills a plus.
- Must have current California driver's license and insurance.

## Member Benefits:

- Living Allowance Stipend, paid on a bi-weekly basis.
- Education Award, received upon completion of term of service.
- Training Opportunities
- Childcare (if income eligible)
- Healthcare (if income eligible).

## ACKNOWLEDGEMENT:

I have read and understand the requirements for this position. My performance of these duties will be evaluated during the term of service based on the requirements set forth in this document.

\_\_\_\_\_  
AmeriCorps Member's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Class Specification Details

### Homemaker

#### Classification Description:

Under general supervision, the Homemaker coordinates a variety of household management and personal care services in one or more homes for adults who are convalescent, frail, chronically ill or disabled, or during emergencies arising from the temporary absence or incapacity of one or both parents or other members of the household; and performs related work as required.

Homemaker is the journey level class in the Homemaker series. Qualifying experience for this class may be gained through the Vocational Assistant series.

Homemaker differs from the Vocational Trainee and Vocational Assistant classes in that the latter are entry/trainee classes providing in-service training and preparation for higher level classes. Homemaker differs from the Homemaker Supervisor class in that the latter supervises and evaluates the work of Homemakers.

#### SUPERVISION EXERCISED AND RECEIVED

Incumbents in the Homemaker classification receive supervision from a Homemaker Supervisor, other supervisor, or manager

#### Typical Duties:

Duties may include, but are not limited to, the following:

- Performs a variety of household management tasks such as meal planning, grocery shopping, food preparation, housecleaning, dishwashing, and laundering.
- Performs personal care services.
- Teaches, demonstrates, and encourages clients in household management, household maintenance, and personal and child care.
- Assists clients with banking or money management.
- Transports or escorts clients.
- Assists clients in securing medical or other assistance.
- Refers clients to agency or community resources.
- Consults with professional staff regarding individual or family functions and problems.
- Maintains records and prepares reports.
- Performs other duties as required.

#### Employment Standards

##### Knowledge of:

- Acceptable household management and personal care standards such as methods of home laundering and mending, basic nutrition, economical meal planning and preparation, home money

management and budgeting, and personal health and hygiene standards and methods.

- Normal behavior and emotional needs of infants, children, adolescents, adults and aged persons.
- Physical signs and symptoms requiring medical assistance.
- Agency and community resources.

**Ability to:**

- Perform light housekeeping, household management, and personal care tasks.
- Establish and maintain effective working relationships with those contacted in work.
- Motivate and train clients to improve standards of home and family management.
- Understand and accept differences in human behavior.
- Recognize the need for service and secure appropriate assistance or resource.
- Follow written and oral instructions.
- Keep simple records.
- Write reports

**Minimum Qualifications:**

**EITHER**

Six (6) months of experience performing the duties of a Vocational Trainee or Vocational Assistant in the Homemaker Services function.

**OR**

Six (6) months of paid or unpaid experience in the household management which must include the care of children, disabled, ill, or convalescent persons.

**Driver's License Requirement:**

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.