

**JOB DESCRIPTION**  
**JOB TITLE: Parent Partner Coordinator**

**DEPARTMENT:** EMPOWER

**I. POSITION PURPOSE**

Develops the Parent Partner Program and supervises the Parent Partners assigned to the area. Parent Partners are life-trained paraprofessionals who have successfully negotiated the child welfare system. These parents can offer a wealth of knowledge and experience by providing mentoring to parent involved in the system and providing the parental “voice” in meetings and presentations. Performs the following duties directly or through subordinates.

**II. NATURE AND SCOPE OF RESPONSIBILITIES** include, but are not limited to, the following. Other duties may be assigned.

Develops the Parent Partner program.

Supervises the Parent Partners. Provides administrative expertise as required.

Provides professional development training to Parent Partners as needed.

Participates in the development of short, intermediate, and long-range plans and goals for the Permanency Program.

Participates in the development of Permanency Program Policies and Procedures.

Maintains a close working relationship with the public and private agencies involved in providing foster care services and/or support.

Conducts home visits and attends case planning conferences when necessary.

Coordinates community resources for the benefit of children served by the Permanency Program.

Completes documentation and forwards reports containing descriptive, analytical, and evaluative content.

Coordinates with Agency behavioral health, family permanency, and staff from external public and private agencies, on the delivery of services to children and families.

Develops and implements Parent Partner procedures and controls to promote accurate and timely information flow.

Refrains from assuming any duty that is unrelated to and/or interferes with the responsibilities of the position.

Provides regular supervision and professional development of Agency employees.

Advocates, promotes, and practices cultural sensitivity and responsiveness in all day-to-day interactions.

Develops, promotes, and practices teamwork in all activities.

Will be required to drive personal or agency vehicle while transporting children or conducting agency business. Must possess a valid driver’s license. Must meet agency underwriting standards while driving agency vehicles and/or transporting clients.

**SUPERVISION:**

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Directly supervises employees as denoted on the Agency Organizational Chart in accordance with federal, state, and/or COA requirements.

**III. EDUCATION, EXPERIENCE AND OTHER QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree in the human services field from an accredited university. Preferred two (2) years' experience in Child Welfare.

**PRESENTATION SKILLS:**

Ability to read, analyze and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups and/or Board of Directors.

**FINANCIAL/COMPUTATIVE SKILLS:**

Ability to read and interpret financial statements, budgets, audit reports, etc. Ability to perform basic mathematical operations such as discounts, interest, commissions, proportions, percentage, area, etc. Ability to apply concepts of basic algebra, geometry, and statistics. Familiarity with computers and their capabilities.

**ANALYTICAL ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical, graph, chart or diagram form and deal with abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Shall be licensed by the BSRB (i.e., Social Worker; Marriage and Family Therapist; Master Psychologist; Professional Counselor and/or Addiction Counselor).

**IV. PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, stand, sit, and walk. The employee frequently is required to use hands and fingers; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**V. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

**VI. PRINCIPAL ACCOUNTABILITIES**

Develops the Parent Partner program.

Supervises the Parent Partners. Provides administrative expertise as required.

Provides professional development training to Parent Partners as needed.

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Employee Printed Name

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Date

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Employee Signature