

Job Description

Title	Parent Resource Advocate
Department / Program	Behavioral Health & Wellness Department / Thriving Together program
Reports To	Family Support & Preservation Coordinator
Exempt / Non-Exempt Status	Exempt
Full-Time / Part-Time Status	Full-time
Salaried / Hourly	Salaried
Salary Range	\$50,000-\$60,000/annually
Education & Experience	<ul style="list-style-type: none"> • Bachelor's degree in social work or related field, required • Child welfare and/or experience working with older youth, required • Trauma-informed and permanency competence
Supervisory Responsibilities	<ul style="list-style-type: none"> • N/A
Skills & Values Required	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> • Alignment and commitment to values, mission, model, and vision of the agency • Commitment to equity, diversity, and inclusion • Awareness of local, national, and global events, trends, and best practices in the agency's fields of expertise • Competence and confidence in building internal and external transparent, positive partnerships that will further the agency's mission • Effective written and verbal skills • Data-informed decision-making <p>Position-specific:</p> <ul style="list-style-type: none"> • Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population • Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, homelessness and housing, mental health, education and health for at-risk populations. • Ability to assess, deliver, and evaluate direct service programming • Strong organizational, system building & strategic decision-making abilities

Other Requirements	<ul style="list-style-type: none"> • Must pass Background Criminal Investigation (BCI) check • Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006. • Compliance with I-9 verification • Must be fully vaccinated for COVID-19 • Access to reliable transportation • Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> -Possession of valid driver's license -Maintenance of clean driving record -Possession of valid and continuous auto insurance coverage that meets the state's minimum requirements -Valid vehicle inspection sticker • Hold an active license with the RI Department of health (RIDOH) for applicable positions • Additional requirements, as outlined by service contracts, if applicable
Physical Requirements	<ul style="list-style-type: none"> • Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer. • Ability to self-transport to client and agency-related meetings and work within the RI community • U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work • Reasonable accommodations may be made to enable staff to perform the essential duties.

Duties & Responsibilities

Agency Core Tenets & Collaboration

- Maintain client confidentiality and conduct self in accordance with professional and ethical standards
- Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs.
- Participate in agency's development and community outreach activities.

Service Delivery

- Provide family and group support, parent coaching, education, advocacy, and support services to referred children and families in a variety of settings, including but not limited to Adoption Rhode Island, home, and other community-based settings
- Maintain records/up-to-date documentation, including but not limited to release and authorization forms, assessments, treatment plans, progress notes, discharge summaries, and external records. Maintain records in designated locked cabinets.
- Partner with program clinician(s) to provide coordinated service delivery to assigned caseload of children,

youth, and families, to model fidelity.

- Conduct psychoeducation and/or supportive groups or workshops for children and families weekly or as assigned.
- Provide consultation and support to collateral agencies (i.e., daycare, school, etc.) on a wide range of topics related to foster care, kinship care, adoption, and/or guardianship.
- Assist department colleagues with the development and facilitation of regularly scheduled enrichment and recreational activities.

Program Development

- Assist in dissemination of quarterly client satisfaction surveys and reporting.
- Participate in overall quality of agency by working constructively and collaboratively with the agency staff members to address program and agency issues and needs
- Participate in overall evaluation of program services, including completing assigned clinical outcome and program evaluation tools and activities, completing all necessary reports for funding sources, and collaborating with the department manager and agency administrative team to implement ongoing quality improvement.

Personnel & Professional Development

- Actively participate in individual supervision, weekly group supervision, agency staff meetings, community meetings and task forces.

Other

- Contribute to and directly participate in additional support programming as assigned
- Participate in agency's development and community outreach activities
- Other duties as assigned.

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Staff Signature

Date

Supervisor Signature

Date

Adoption Rhode Island is an equal opportunity employer.