

Resource Parent Community Advocate

Family Support Program – Parent Education
Family Paths, Inc.

Family Paths is a non-profit agency that has provided mental health and family support services to strengthen families and prevent child abuse since 1972. Family Paths offers a fun and supportive team environment, a commitment to training, opportunities for growth, and an excellent benefits package. We are an agency that is actively engaged in multicultural organizational development and respects and values the diversity of the communities we serve and the staff who work here. Family Paths serves all of Alameda County with offices in Oakland and Hayward.

Position Description:

The Resource Parent Community Advocate works to increase stability and reduce the risk of placement disruption for foster children by providing trauma-informed parenting support and consultation to foster/resource parents and other caregivers. Other responsibilities include insuring accessibility, quality service and continuity of our Foster Parent Advice Line (FosterPAL) which provides telephone support, crisis-intervention, and case management to resource/foster, adoptive, and Kinship caregivers. This position will represent FosterPAL and Family Paths through outreach and networking – in writing, in person, and by telephone – to community agencies and organizations that serve resource/foster, adoptive and Kinship caregivers. This position also requires providing relevant trainings to agency staff including volunteers and interns and other community partners as needed. The ability to occasionally work evenings and weekends and the ability to travel through-out Alameda County is required. Bi-lingual (preferred)

This position requires the demonstration and commitment to the agency's mission, vision, and values, including a strong commitment to issues of social justice and culturally and linguistically responsive practices.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Parenting Support & Case Management

- Provide trauma-informed & strength-based parenting support primarily by phone to resource/foster, adoptive, and kinship caregivers to increase placement stability.
- Help caregivers access services, provide linkages to needed support services, develop case plans with caregivers and provide ongoing telephone case management (in-person if requested), advocacy and emotional support as needed.
- Complete reports of abuse to Child Protective Services and Adult Protective Services when necessary.

Resource and Referral

- Develop, update, and maintain community resources relevant to resource/foster, adopt and kinship caregivers and their families
- Provide culturally and linguistically appropriate community resources and/or coordinating contacts with other service providers.
- Maintain current information on State and Alameda County policies and procedures concerning resource/foster, adopt, and kinship families.

Networking and Outreach

- Build and maintain rapport with Alameda County Foster Parent Association, Children and Family Services, and other agencies, businesses, and community organizations that serve resource/foster, adopt and kinship caregivers.
- Attend ongoing Alameda County Foster Parent Association meetings and trainings at UCSF Benioff Children's Hospital Oakland.
- Conduct outreach activities and provide presentations throughout Alameda County.
- Identify media sources to submit articles and information to promote the Foster Parent Advice Line.

Administrative Functioning

- Maintain computer files and information.
- Collect statistical data and prepare required reports.
- Maintain outreach contact log.
- Maintain a calendar of scheduled outreach activities, including community events, workshops, presentations and other community outreach opportunities throughout Alameda County.
- Assist in developing outreach strategies and preparing materials.

OTHER JOB FUNCTIONS:

- Participate in planning and providing Pre-Service and In-Service trainings, including the development of training modules and performance standards.
- Provide consultation to agency staff including volunteers and interns as needed.
- Attend Family Support team meetings, agency meetings and relevant trainings, and regular supervision with program manager.
- Perform other related duties, responsibilities and special projects as assigned.

REQUIREMENTS, QUALIFICATIONS, SKILLS & ABILITIES:

- Bachelors' degree in psychology, social work, counseling (or related field) and 2 years' experience; or a minimum of 4 years' experience working with foster, adopt, and kinship families.
- Past or present experience as a foster, adopt, or kinship caregiver, preferably in Alameda County.
- Working knowledge of the foster care/resource family system and legal guardianship process.
- Ability to develop and conduct presentations to resource/foster, adopt, and kinship caregivers, service provider groups, and other community organizations.
- Working knowledge of trauma informed care, Strengthening Family's Framework™, child abuse and neglect and the effects of trauma on foster & kinship children and families.
- Demonstrated experience working with culturally diverse populations.
- Proficient in Microsoft Office applications including MS Word, Excel, PowerPoint, Publisher, & Outlook, and the ability to effectively use the internet.
- Strong organizational skills, and the ability to manage multiple tasks in a fast-paced and deadline driven environment.
- Strong ability to think creatively and assist with developing outreach strategies.
- Must demonstrate acceptable level of maturity, good judgment, flexibility, and the ability to maintain a high level of discretion and client confidentiality.
- Displays a professional demeanor and "can do" attitude to represent the organization in a positive manner at all times.
- Excellent oral and written communication skills.
- Must be a dynamic self-starter with demonstrated ability to work independently and as a collaborative team member.

- Exhibit qualities of dependability, empathy, genuineness, respect, and maintain a positive and supportive attitude.
- Bi-lingual – Spanish (preferred)

Special Requirements:

- Must pass criminal records clearance.
- Requires driving on agency business so must maintain a valid CA driver license, reliable personal automobile, a clean driving record, and current auto insurance meeting required limits of liability.
- Flexibility to work occasional evenings and weekends for meetings and special events.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

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. While performing the duties of this job, the employee is:

- Must be able to see, talk and hear.
- Frequently required to perform moderately difficult manipulative tasks such as typing, writing, etc.
- Occasionally required to walk, stand, and sit for extended periods.
- Occasionally required to push/pull and to lift/carry objects up to 25 lbs.

COMPENSATION: \$22.93-\$24.70. Pay rate is commensurate with education and experience and competitive in the non-profit environment. Bilingual pay differential may apply for employees providing services in a language other than English.

LOCATION: Oakland

EMPLOYEE STATUS: Part Time

WEEKLY HOURS: 33 (*Full Time positions are based on a 37.5 work week*)

BENEFITS INCLUDE:

- Group Kaiser and Dental Benefits
- Flexible Spending Accounts
- PTO plan starting at 4 weeks (progressive to 6 weeks at 5 years)
- 9 paid Holidays, 2 Float Holidays
- 5 days of paid Educational Leave + professional development allowance
- 401K Retirement Plan, Commuter Benefits Plan, 529 Education Savings Plan, Long Term Disability Insurance, Voluntary Long-Term Care Insurance, Voluntary Aflac Benefits
- Access to free internal clinical trainings and free CEUs
- Professional development opportunities

TO APPLY: Send your resume and **cover letter** to Juli Rositas. **Resumes without cover letters will not be reviewed.**

Email: jrositas@familypaths.org

Fax: 510-893-2074

Website: www.familypaths.org