

**Jefferson County Position Description**

**Name:** **Department:** Human Services  
**Division:** Child & Family Services

**Position Title:** Parents Supporting Parent Specialist (Parent Partner) **Pay Grade:** 4 **FLSA:** Non-exempt

**Date:** **Reports To:** Parents Supporting Parents Supervisor

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**Purpose of Position**

The purpose of this position is to mentor and provide feedback, insight, and navigation to parents currently involved in the Child Welfare (CW) system. The Parent Partner has first-hand experience with the CW system and utilizes their shared lived experience to support and guide others. The Parent Partner is an essential member of the Parents Supporting Parents (PSP) Program and is part of efforts to elevate parent voice and involvement to support local and state policy and systems change.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Focuses on the goal of enhancing and improving permanency outcomes for families and acts as a role model who provides guidance based on a combination of training and personal first-hand experience.
- Empowers and coaches parents through the process with the Department, courts, and other system representatives.
- Completes paperwork, progress notes and other documentation necessary; completes PSP program reporting requirements for the Parents Supporting Parents Supervisor.
- Attends required training in accordance with the PSP initiative.
- Meets with assigned parents on a regular basis. Attends meetings with parents as needed or requested, including court hearings, family team meetings, coordinated service teams, or meetings with other providers.
- Attends weekly individual supervision to review parent assignments and discuss ongoing issues and concerns.
- Participates in team meetings, unit meetings, and monthly reflective clinical support sessions.
- Advocates for the enhanced integration of parent voice, participation and leadership within agency and community.
- Participates on councils and advisory committees to serve as a key stakeholder in supporting and improving policy, practice and overall system change.
- Practices competent motivational interviewing techniques.
- Supports and enhances a trauma-informed care environment.
- Complies with County HIPAA Policies and Procedures. Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.
- Demonstrates dependable attendance.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

None.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school diploma or equivalent. Minimum one year of personal lived experience in the Child Welfare system that includes having had a biological or adoptive child placed in out-of-home care.

**Preferred Training and Experience Required to Perform Essential Job Functions**

Education in social work, sociology, human services, counseling, or related field

**Other Requirements – Certificates/Licensures**

Valid driver's license and good driving record.

Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Peer Support Specialist certification, preferred.

**Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- Ability to provide advocacy for clients.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.

**Supervision**

None

**Physical Demands**

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

**Work Environment**

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

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. Travel may be required. Home visits may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee  
\_\_\_\_\_

Date  
\_\_\_\_\_

Supervisor  
\_\_\_\_\_

Date  
\_\_\_\_\_

Human Resources  
\_\_\_\_\_

Date  
\_\_\_\_\_