

Central Valley Children's Services Network Job Description

POSITION: *Family Connections Program, Parenting Education Facilitator (FT - Non-Exempt)*

DURATION: 3 - 4 years or until funding no longer exists

ACCOUNTABLE TO: Family Connections Assistant Program Manager

PURPOSE OF JOB: Deliver parenting education classes to DSS families whose children have been placed in protective custody due to child abuse and/or neglect. The objective is to strengthen parental capacity, reinforce positive parenting skills and strengthen the parent-child relationship.

ESSENTIAL FUNCTIONS:

1. Provide Parenting Education services for families via Parenting Education utilizing the Nurturing Parenting Program.
2. Facilitating, planning and implementing the Parenting Education service delivery to families referred by the Fresno County DSS Child Welfare system.
3. Weekly parenting sessions to approximately 20 to 30 parents per month (120 to 160 per year).
4. Offer traditional parenting classes in a group setting and virtual classes upon request from DSS.
5. One-on-one parenting classes to parents who have medical needs, mental health issues, learning disabilities, and other special circumstances as identified by DSS (approx. 10 to 20 per year).
6. Work with parents helping them to understand and identify the needs of their children, their families, and self, by linking them to information among parents, community, and project;
7. Link families to services and resources by means of existing structures (i.e. school, churches, community agencies, etc.) and/or referrals;
8. Create systems and procedures as needed;
9. Arrange for transportation if necessary for families;
10. Maintenance of facility where services are delivered;
11. Participate in weekly reflective practice meetings to ensure that all staff are well.

EXPECTATIONS/BEHAVIORS:

1. Work well under pressure, meeting multiple and sometimes completing deadlines. The staff member shall, at all times, demonstrate cooperative behavior with colleagues and supervisors;
2. Be able to build good working relationships with people from diverse backgrounds;
3. Have the ability to create positive energy in individuals and groups; to develop realistic action plans realizing time constraints and resource availability; ability to build high morale and group commitment to goals and objectives;
4. Be able to delegate;
5. Be dependable, fulfills commitments, follows through;
6. Be professional, willing to separate personal from organizational interests;
7. Demonstrate high team spirit and attitude: working toward another person's success;
8. Display maturity: has a strong self-identity; able to challenge people to act on their values and self-interests;
9. Take the time to plan ahead for their schedules and the organization's schedule;
10. Be able and willing to teach others what they know;
11. Have imagination and curiosity - does not take things for granted and is willing to ask questions and learn;
12. Be able to make decisions on available information and take actions in accordance with agency policy and procedures and Funding Terms and Conditions specifications;
13. Utilize clear written and verbal communication and sound documentation techniques;
14. Be able to accurately and professionally express opinions or feelings to others, regardless of their position;

15. Be able to use a systematic approach in problem solving;
16. Be able to modify own behavior style to respond to the needs of others while maintaining own objectives and sense of dignity; and
17. Be able to be sensitive to special needs while maintaining a sense of urgency.

BASIC SALARY & BENEFITS WILL INCLUDE:

- **Salary range:** \$16.83 - \$19.23 Hourly Rate
Annual Salary \$35,000 - \$40,000 (Annual merit based on funding limitations).
- Full Health/Dental coverage
- Paid Vacation and Holidays
- Retirement Plan

QUALIFICATIONS:

Education: BA degree in Child Development, Social Work, related field or 3 year equivalent experience.

Experience: Trained and/or certified in the following curriculum: Nurturing Parenting Program. (Preferred)

SKILLS NEEDED:

- Strong customer service commitment;
- Respect for self, team members, and clients;
- Multi-task oriented;
- Detail oriented;
- Computer literate;
- Valid California Driver's License;
- Automobile insurance with minimum limits of \$100,000/\$300,000/100,000 (bodily injury);
- Bilingual Spanish or Hmong preferred.

PHYSICAL AND MENTAL REQUIREMENTS OF POSITION:

- Be drug-free;
- Provide proof of negative TB test result dated no more that 6 months prior to date of employment;
- Have the stamina, strength and alertness to work a minimum of 40 hours per week plus attend night and weekend meetings/events as required;
- Daily work could include: sitting or standing for long periods of time; telephone work; walk to other areas of the building; for meetings, to make copies, to get mail or forms; filing; lifting/organizing supplies; use of equipment such as copy machines, fax machine, assist in loading and/or unloading vehicles with equipment/supplies; driving own vehicle; securing and driving rental vehicle; purchase items; enter homes of parents; attend events/meetings away from office;
- Professional in attire, composure, attitude, and interactions with others.

Employee Signature: _____ Date Signed: _____

Employee Name (print): _____

Supervisor's Signature: _____

Executive Directors Signature: _____