



FAMILY RESOURCE CENTER

of Central Oregon

Where Healthy Child Development Takes Root

Title: Parent Advocate/Home Visitor

Reports To: Program Manager

Family Resource Center of Central Oregon (FRC) supports parents with evidence-based parenting education and family activities that allow children to grow strong roots and develop positive habits that last a lifetime. To do this work we focus on inclusivity to foster a sense of belonging that begins with the child and family, and ultimately impacts our entire community's wellbeing.

REWARDS of working with our team include...

- 100% premium paid medical, dental, and vision benefits, including disability insurance.
- Matched retirement plan.
- Generous paid time off for life, vacations, staycations, and rest.
- A multitude of benefits to stay mentally and physically healthy through our workplace wellness plan.
- Great hybrid work environment.
- Continuous professional development opportunities.
- Make a positive impact on our community knowing your work contributes to building the healthy connections that make a meaningful difference in family and community health.
- Team building full of connection, learning, empathy, and humor.

Hours: Full-time 30-40 hours or potential part-time.

Compensation: Starting range of \$19.00 - \$28.00-hour DOQ. Experience can be a combination of education/field experience that demonstrates required knowledge, skills, and abilities.

Summary

Family Resource Center Parent Advocates are part of a compassionate team of providers supporting parents and families in Central Oregon. The goal of this position is to increase the strength, stability, and well-being of families. In this position, the advocate uses a holistic approach through home visitation utilizing family-centered protocols that welcome every parent and encourage participation and growth. In addition to supporting families in a strength-based manner, this position also connects families to community resources and helps families develop a network of support to reduce stress.



This position works in cooperation with the Oregon Department of Human Services TANF Family Coaches to assist referred families in meeting their goals under the *Family Support and Connections Program*.

It is CRITICAL that you...

- Want to make a difference for families in your community!
- Are understanding of families with complex needs.
- Comply with confidentiality and data collection policies.
- Understand and utilize mandatory reporter law.
- Initiate and maintain regular visits with referred families (in-home or in the community)
- Complete required intake assessments and questionnaires
- Connect parents to community resources or programs available for children and families.
- Model appropriate communication and relational skills
- Promote healthy child development and support the well-being of the entire family.
- Assist parents in problem solving and advocating for their own or their family's needs.
- Attend weekly client staff meetings with other advocates, maintain files, and report required data in a timely manner.
- Are self-disciplined with excellent time management skills to maximize program time for families.

Example tasks/responsibilities include...

- Welcome new families to the program and provide an intake assessment.
- Assist parents in identifying and achieving strength-based goals.
- Attend weekly client staff meetings.
- Participate in professional development opportunities to support state and national standards for home visitation and parent education including curriculum certification.
- Represent FRC with integrity and professionalism.

You are a GREAT fit if you have...

- A degree in human development and family sciences, early childhood, or related field.



**FAMILY
RESOURCE
CENTER**
of Central Oregon

Where Healthy Child Development Takes Root

- Excellent telephone, organizational and communication skills with ability to work effectively in a remote, hybrid, or office setting.
- Proficiency in Office Microsoft 365, Outlook, Excel, and Zoom – You'll be using these every day!
- **Demonstrated experience** working independently. People successful in this position are self-motivated and use effective strategies for adult learners.
- Demonstrated education and/or knowledge of infant and child development.
- Ability to separate biases and strong personal values from your professional role.
- Experience establishing and maintaining effective work-relationships with parents, our internal team, community, and partner agencies.
- Timely problem-solving skills with the ability to establish positive relationships with people from various backgrounds in a strength-based, trauma informed and culturally inclusive manner.
- Capacity for introspection; communicates awareness of self in relation to others, recognizes value of supervision, etc.)
- Strong problem-solving skills
- Ability to stay calm in a busy environment.
- Ability to establish trusting relationships while maintaining professional boundaries.
- Acceptance of individual differences. Support multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.

It is a BONUS if you also have...

- Ability to speak, read, and/or write in Spanish.

Before you apply, check that you meet these baseline qualifications:

- High school diploma or GED and at least 6 months of demonstrated experience working with or providing services to children and families or working in parent education, home visiting, and/or child development setting.
- All offers of employment are contingent upon **clear results** of a thorough background check and drug screen.
- Available to attend meetings, conferences, and training as correlated to position.
- Traveling is involved within Central Oregon. Must possess a valid Oregon State Driver's License and have access to dependable transportation with appropriate insurance and be able and willing to drive throughout Central Oregon in sometimes adverse weather conditions.
- Must be willing to comply with Federal and State public health guidelines.



**FAMILY
RESOURCE
CENTER**
of Central Oregon

Where Healthy Child Development Takes Root

- Must be able to stoop, squat, reach, stretch, ascend, and descend stairs, and occasionally lift up to 50 pounds.
- This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of FRC.

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we encourage you to apply; please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us.

FRC values diversity and supports a welcoming, inclusive environment where all employees can thrive. We value a workforce that is representative of the communities we serve.

How to apply

Please send your resume and cover letter to frc@frconline.org. In your cover letter please make sure to describe which position you are applying for, and how your journey thus far has prepared you for the Critical Contributions of this position.

Family Resource Center of Central Oregon is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.