****

**Title:** Parent Advocate/Home Visitor  **Reports To:** Executive DirectorFull-time, non-exempt (Part-time position also available)

**Salary/Benefits:** This position has a starting range of $18.00 to $20.00/hour DOQ. Benefits include paid health and dental insurance, IRA, and generous paid time off.

**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.

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***.

**DUTIES AND RESPONSIBILITIES:**

**Primary Duties include:**

Parent Advocates are understanding of families with complex needs and use strength-based protocols to assist parents in identifying and accomplishing goals, connect to community resources, and develop a network of support to reduce stress. Parent Advocates:

* 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.

Advocates also attend weekly client staff meetings with other advocates, maintain files, and report required data in a timely manner. Advocates must be self-disciplined to plan and manage their work schedule and organize their time wisely to maximize program time for families.

**Other Duties Include:** Assist team members with outreach activities at community meetings and events and help in the delivery of virtual or in-person parenting groups as necessary.

**General Duties include:**

* Represent FRC with integrity and professionalism.
* Understand and utilize mandatory reporter law.
* Comply with confidentiality and data collection policies.
* Participate in team meetings and trainings as required or requested.
* Work independently and as a team member.
* Other duties as assigned.

**Minimum Qualifications and Skills:**

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. We strongly encourage anyone who feels passionate about this work and believes they have what it takes to thrive in this role to apply.

***Prefer:*** Associate’s or Bachelor’s degree in human development, early childhood development, counseling, psychology, or related field. Bilingual English/Spanish.

* **Must pass a criminal history background check and pre-employment drug screen**.
* Must be available to work a variety of hours including evenings and weekends.

**DRAFT**

* Open to reflective practice (i.e. has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.)
* Demonstrated education and/or knowledge of infant and child development.
* Demonstrated experience in utilizing organizational, documentation, and time management skills.
* Must have excellent written, verbal, and interpersonal communication skills.
* **Demonstrated competence** with Microsoft, Outlook, Zoom and ability to learn new programs as required.
* Adaptable with strong problem-solving skills.
* Cooperative, patient, and ability to stay calm in a busy environment.
* Complete mandatory trainings as required.
* 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.
* Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues, and other programs.
* Traveling is involved within Central Oregon. Must possess a valid Oregon Driver's license, have access to reliable transportation, and provide proof of current auto insurance.
* Without significant risk of injury, must be able to stand and stoop, kneel, crouch, or crawl and at times lift/move up to 50 lbs.