



FINAL DRAFT to CV AmeriCorps Position Description FINAL DRAFT to CV
AmeriCorps Health & Safety Parent Educator

The Child Abuse Prevention Center, the Child Welfare System Improvement Program, and Prevent Child Abuse CA do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources at (916) 244-1904.

***AmeriCorps** is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote one to four years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit www.americorps.gov.*

Child Welfare System (CWS) Improvement

Prevent Child Abuse California, in partnership with family resource centers, County CPS/CWS Departments, and their community partnerships, are using AmeriCorps as part of a comprehensive statewide effort to prevent entry or re-entry of families into the child welfare system. AmeriCorps members and community volunteers are used in three priority areas: 1) Providing crisis intervention services to families; 2) Once the family is stabilized, providing additional family supportive services; and 3) Providing parenting education workshops (using the Nurturing Parenting Program) to at-risk families to avoid entry/re-entry into the child welfare system. The focus is to support the implementation of the Child Welfare System Improvement strategies designed by each county.

Service Position Summary: AmeriCorps Health & Safety Parent Educator

The **AmeriCorps Health & Safety Parent Educator** shall serve as the family's primary contact within the service site and is responsible for developing a relationship with the family and working with the family in their home and/or at the service site to educate on health and safety related topics and assist families with accessing resources and services related to health and safety.

Essential Functions:

1. Parenting Education/Family Support: 60%
 - Deliver parenting education to parents of children 0-18 years of age through home visitation and/or service site-based workshops, **with a focus on topics related to family health and safety, ranging from how to access medical/dental services to how to safely sleep their baby.**
 - Meet with assigned families to provide crisis intervention services to remedy short-term and long-term needs (such as provide assistance accessing Health Insurance and other Health

Programs, access to **Dental Services**, Emergency Food/CalFresh, and other supportive services).

- Conduct a variety of screenings and assessments, including the **Protective Factors Survey**, on assigned families.
 - Perform case management and complete associated documentation.
 - Work with families to empower them to engage in problem solving.
 - Provide support, model effective parenting behavior, provide education and information, and provide parents with age appropriate parenting and positive discipline techniques.
 - Provide parents with information regarding age appropriate development for their children and techniques they can use to enhance their child's development.
 - Work with families to develop, review, and update their Family Support/Nurturing Plans.
 - Utilize community resources, effective parenting curriculum, and supportive problem solving to help families meet their goals.
 - Advocate for and act as a liaison for families with existing community services and agencies, which may include routine translation, interpretation, **and/or transportation**.
2. Supervision and Training: 15%
- Participate in weekly individual supervision meetings with Supervisor.
 - Participate at least once a month in Case Conferencing/Multi Resource Team Meetings.
 - Participate in monthly AmeriCorps member meetings/team building activities.
 - Participate in required trainings provided by Prevent Child Abuse California, including Nurturing Parenting Program training, **Protective Factors Framework, Dental Services Access training, Safe Sleep Baby training**, and Service Site specified trainings.
 - Attend mandatory PCA CA quarterly member check-ins.
 - Members will be trained and expected to adhere to CNCS prohibited activities.
3. Outreach/Volunteer Generation: 10%
- Assist with and participate in outreach, community engagements, referrals, and volunteer generation.
 - Coordinate volunteers that assist at the Service Site.
4. Program Documentation, Data Collection, & Evaluation: 10%
- Maintain updated and accurate records on case management work, included but not limited to progress notes and referral tracking.
 - Conduct **Protective Factors Survey** pre- and post-assessments on parents **receiving services**.
 - Complete documentation as required by PCA CA Contract and Service Site, including, but not limited to, Family Support/Nurturing Plans, Data Collection Forms for Services Provided to Beneficiaries, and Assessment Tools.
- Marginal Functions:**
5. Other Duties Related to Service Activity: 5%
- Assist with and participate in off-site activities including but not limited to, outreach, health-related clinics, fairs, and other off-site events.
 - Assist with and participate in the service site/Family Resource Center (FRC) as needed (i.e., playcare, community events/fairs, and other on-site events, etc.).

Principal Working Relationships:

- AmeriCorps Service Site Supervisor
- AmeriCorps Program Coordinator
- Family Resource Center Site Staff
- Agency Staff
- CAP Center Staff
- Families
- Various Community-Based Services Agencies

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Basic computer skills (particularly Microsoft Excel and Word).
- Ability to work with diverse workgroups and serve families with diverse economic, social, racial, and cultural backgrounds.
- Knowledgeable about local community resources.
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skill.
- Skill to maintain a professional, confidential work environment.
- Ability to manage multiple tasks in an efficient manner.
- Knowledge of child abuse issues, substance abuse and family dynamics.
- Knowledge of child development and behavior.
- Ability to work evenings and weekends, as required.
- Ability to communicate clearly both orally and in writing.
- Experience in social services in community settings with families preferred.
- Able to deal with stressful situations.

Other Qualifications:

- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check.
- Must possess a high school diploma or GED.
- Must possess a valid California Driver's license, reliable transportation and auto insurance.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.
- Able to travel between sites and to offsite events.

ACKNOWLEDGEMENT:

Other than the completion of marginal functions, all of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all inclusive.