



## AmeriCorps Member Position Description AmeriCorps LEAD Family Support Aide

[Edits made to convert the regular position description to this “LEAD” one are highlighted.]

**NOTE:** To be eligible to apply for this position, the applicant must have successfully completed at least one term of AmeriCorps service in a State & National AmeriCorps Program (preferably in the CWS AmeriCorps Program, but other programs could qualify if they are similar to CWS).

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](http://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 LEAD Family Support Aide**

The AmeriCorps LEAD Family Support Aide is an AmeriCorps member position and 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 build upon strengths and enhance self-sufficiency. The AmeriCorps LEAD Family Support Aide also mentors other AmeriCorps members.

## Essential Functions:

### 1. Family Support: 55% (decreased from 60% to 55%)

- Provide in-home and/or service site-based response to child abuse referrals that meet the Path 1 and Path 2 response in Differential Response (DR).
- Conduct regularly scheduled home visits to assigned DR and non-DR families, seeing the infant/child/youth on visits.
- Deliver Nurturing Parenting Program effective parenting education to parents of children 0-18 years of age either through home visitation or service site-based workshops.
- 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 Emergency Food/CalFresh, and other supportive services).
- Conduct a variety of screenings and assessments, including the AAPIs (Adult-Adolescent Parenting Inventory), 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 and interpretation.

### 2. Supervision and Training: 10% (decreased from 15% to 10%)

- 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, 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: 5% (decreased from 10% to 5%)

- 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: 8% (decreased from 10% to 8%)

- Maintain updated and accurate records on case management work, included but not limited to progress notes and referral tracking.
- Conduct AAPIs (Adult-Adolescent Parenting Inventory) pre- and post-assessments on parents participating in Nurturing Parenting Programs lessons.
- 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.

#### 5. Lead Member Responsibilities: 20%

- Provide mentoring to other AmeriCorps members for successful service, including, but not limited to: encouraging teamwork amongst members, modeling professional conduct, and guiding others on AmeriCorps policies and procedures.
- Guide development and implementation of service activities.
- Coordinate and enhance on-site member development opportunities, including service site orientation, team building activities, and additional trainings.
- Present or assist in delivery of member development opportunities.
- Foster a sense of National Service and Esprit de Corps amongst AmeriCorps members.
- Coordinate and implement National Service Day projects and other member recognition events.
- Participate in AmeriCorps Lead Member conference calls every other month.
- Participate in recruitment activities for new members.
- Assist supervisor(s) in developing and implementing AmeriCorps member retention strategies.
- **NOTE:** LEAD members are **NOT** allowed to do the following: provide supervision to other AmeriCorps members, approve timesheets/time off requests, manage a program's budget, discipline other members, and evaluate member performance.

#### **Marginal Functions:**

#### 6. Other Duties Related to Service Activity: 2% (decreased from 5% to 2%)

- 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 have successfully completed at least one term of AmeriCorps service in a State & National AmeriCorps Program (preferably in the CWS AmeriCorps Program, but other programs could qualify if they are similar to CWS)
- 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.