Sample Job Description
Parent Ally Mentor - Homeward House

Job Code:

Reports to:

Position Status: Regular Full Time

Home Site:

Location:

Summary:

The work of the Parent Ally Mentor is to support the work of the Parent For Parent program (P4P) at Homeward House by providing mentorship services to Homeward House Collaborative eligible participants; to provide outreach, and lend support and encouragement to families entering the Dependency Court System; as well as supporting the Homeward House Coordinator and P4P Program Coordinator.

This position has a social justice component that will allow for critical thinking around how the external systems impact the work that we are doing through the lens of racism and intersections with poverty. Valuing diversity and championing anti-racism policy are core values. As an equal opportunity employer, we highly encourage people of color to apply. Bilingual individuals are also encouraged to apply.

Responsibilities:

Intake and Needs Assessments

- Identifies and provides outreach to parents at Providence Hospital and dependency court hearings, introducing self as Parent Ally Mentor and offering support
- Offers encouragement and helpful suggestions to parents in preparation for the 72-hour Shelter Care Hearing
- Attends Intake and Needs Assessment meetings as scheduled and completes intake package forms, including:

Release of Information Form (ROI), Demographic Form and Program Agreement
- Collects accurate contact and demographic information on all parents with whom outreach is made
- Invites all parents with whom outreach is made to attend a Dependency 101 class
- Provides parents with written materials about resources that can assist them in engaging in services at Homeward House
- Is responsible for following up with parents who have completed the Intake prior to Shelter Care Hearing
- Communicates with Homeward House Coordinator regarding possible barriers to the successful completion of job duties
- Provides completed forms to Homeward House Coordinator
- Reviews cases with Homeward House Coordinator on an ongoing basis

Intensive Mentorship Services

- Provides ongoing individual mentorship to clients participating at Homeward House
- Develops Plan of Action with participant and Homeward House Coordinator in collaboration with P4P Coordinator
- Assists Homeward House Coordinator with the planning of activities and coverage of Parent Ally Mentor schedule as needed
- Listens to parents' concerns and questions in high stress situations, and follows through on finding answers to parents' questions as needed
- Offers encouragement and helpful suggestions to parents
- Provides ongoing referrals and materials to parents that can assist them to prepare for their case
- Ensure all forms, pre/post surveys, etc are completed and collected as required
- Attends clients council meetings with Homeward house Coordinators and P4P Coordinator as needed
- Completes online and in-person Mentorship training immediately after hiring

Prevention Services

- Provides outreach and education services at various locations as assigned by the program manager including: Hospitals, treatment agencies and/or partner agencies or as requested by parents
- Collaborates with legal clinic on cases to stablish basic needs of clients

- Collaborates with legal clinic to establish a safety plan for mother and infant
- Provides 6 month follow-up services for parents and child after case is closed to prevent recidivism.
- Facilities a weekly maintenance support group for parents that have faced entering a Dependency or after Dependency
- Other duties as assigned

Dependency 101 and 201 Class

- Assures that parent is signed up for Dependency 101 class and provides follow-up phone calls for the class, calling three days prior to the class and then one day immediately prior to the class.
- Collaborates with the PFP Program Coordinator, and other Homeward House Collaborative partner stakeholders to recruit and sign up for the Dependency 101 and 201 classes.
- Helps to ensure that all handouts for Dependency 101 and 201 classes are developed and available at each meeting; ensure that folders and surveys are properly numbered, accurately completed and available in sufficient supplies.
- Shares personal experiences of navigating the child welfare system with parents and stakeholders. attending the Dependency 101 class in a manner that is at once honest and constructive as needed and requested by P4P Coordinator .
- Completes gathering of parent information, as needed , if not completed at Shelter Care Hearing.
- Attends trainings and other mandatory YWCA-PFP events as needed

Other Responsibilities Include:

- Actively engages in agency-wide Race and Social Justice Initiative (RSJI), and strives for racially equitable outcomes; takes responsibility for creating and maintaining a safe and welcoming community by making room for people of color, trans and gender-non-conforming folks, and other populations who routinely encounter systemic oppressions
- Adhere to all Volunteer Services protocol relative to volunteer usage, recognition and monitoring
- Attend required safety trainings and meetings; follow all safety and health guidelines, standards, practices, policies and procedures; and actively participate in the agency's Emergency Preparedness program and activities
- This position description generally describes the principle functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and

responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals will perform other duties as assigned.

Qualifications & Core Competencies:

- High school diploma or GED certificate

And:

- Demonstrated knowledge and skills of basic computer competencies such as emailing, calendaring, entry-level data entry and familiarity with Microsoft Office products
- Have been involved in a dependency case due to drug addiction related issues (preferably Opioids)
- Have been successfully reunified with their children and had their dependency case closed
- Can clearly articulate how they have accepted responsibility for the issues which led to their family's involvement in Dependency Court
- Commitment to diversity required
- Commitment to working with homeless families and veteran parents of the child welfare system required
- Sensitivity to the needs of clients and staff from diverse cultural and economic backgrounds require
- Knowledge of resources for low-income families in Snohomish County
- Ability and willingness to work as part of a team required
- Able and willing to provide parents newly involved in the dependency process with a positive and constructive perspective on how they too have the opportunity to succeed
- Experience working with communities of color and people from different cultures than your own
- Demonstrated commitment to anti-racist principles
- Demonstrated understanding of the intersection of racism and poverty
- Must have reliable transportation /working vehicle and WA driver's License
- Core Competencies: Fostering Diversity, Race & Social Justice Advocacy, Customer Service, Collaboration, and Organizational Processes

Physical Demands:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In

performing this position, the employee:

- All positions at YWCA Seattle | King | Snohomish are exposed to clients who have experienced or are experiencing trauma in various forms including but not limited to: domestic violence, sexual violence, homelessness, unemployment, financial hardship, etc. As a result, staff are at risk of secondary trauma. Employees are encouraged to seek external support and maintain self-care when working indirectly or directly with clients
- Continuously exchanges information through listening and talking with clients, agency staff, employers, other individuals in the community
- Frequently reaches and grasps in using telephones, computers, fax machines and other office equipment and supplies, stands, walks, sits, and climbs in performing duties in the office.
- Frequently lifts and carries up to 5 lbs. of paperwork, files, and class materials, occasionally up to 40 lbs.
- Occasionally kneels, bends, pushes and pulls in obtaining files in drawers

**Continuously = Over 80% of the time * Frequently = 20-80% * Occasionally = Under 20%*

Hours, Rate & Benefits: