PARENT SUPPORT SPECIALIST

POSITION PURPOSE (DEFINITION)

Under general supervision, participates in the development and implementation of parent education and support services; makes home visits to provide in-home parenting services to intellectually/developmentally disabled adults who are Redwood Coast Regional Center clients with the goal of developing and/or enhancing the client’s parenting skills; co-facilitates parenting groups and other program group activities; provides services in a variety of community settings; performs other work as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teaches, demonstrates and reinforces positive parenting skills and techniques so that children are maintained in a safe and healthy environment; successfully implements parenting curriculum identified for use in the program.
- Assists, teaches, and mentors the parent in order to assist the parent to meet their child’s needs in the following areas: daily living skills, social skills, grooming and personal hygiene skills, and support resources.
- Links the parent and/or family to needed medical, educational, social service resources; assists the parent in identifying the appropriate person on the parent’s team to assist with identified tasks.
- Uses an appropriate cognitive level to communicate with adults participating in the program including individuals with limited literacy skills.
- Maintains familiarity with program objectives, policies, and procedures and ensures program compliance.
- Applies home visiting best practices; provides services in a variety of community settings.
- Performs crisis intervention to provide support and assistance in problem resolution and to coordinate or arrange for the provision of needed services.
- Participates with team members to develop case plans and to evaluate the family’s progress.
- Prepares semi-annual client progress reports.
- Maintains a cooperative working relationship with collaborating agencies and other encountered in the course of work; works closely and cooperatively with community service providers to enhance services to clients.
- Plans, organizes and participates in the implementation of parenting classes and other program group activities.
- Maintains contemporary knowledge of techniques and approaches to teach skills to individuals with intellectual/developmental disabilities.
- Maintains current knowledge in the field of child development, family dynamics, and adult learning styles.
Maintains confidentiality of information and ensures appropriate releases of information are on file prior to sharing information.

Accurately and efficiently documents all work performed in compliance with Changing Tides Family Services and funding source.

Follows protocols as provided by Changing Tides Family Services and the funding source regarding service delivery, assessments, referral procedures, interagency communication and related areas.

Exercises sound judgment in the course of performing job duties.

Maintains contemporary knowledge of laws and regulations regarding persons with intellectual/developmental disabilities.

Uses correct English grammar, spelling and punctuation in written work; efficiently uses a personal computer, laptop, or other electronic equipment and electronic software supplied by Changing Tides Family Services.

Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services policies, procedures, and guidelines.

Reports suspected cases of child abuse and elder abuse in accordance with mandated reporting requirements.

QUALIFICATIONS

DESERABLE EDUCATION AND EXPERIENCE:

A typical way to obtain the knowledge and skills outlined above is:

Equivalent to graduation from a four-year college or university with major course work in child development, social science, social work, education or a related field and two years of experience working with individuals who have intellectual/developmental disabilities, preferably with an emphasis in parent education, home visiting, or independent living skills.

REQUIREMENTS:

- Ability to work a varied schedule, including evenings, weekends, and early mornings.
- Must pass a fingerprint and criminal history fingerprint clearance.
- Must be able to see and hear within normal ranges with or without correction.
- Must be able to make home visits and be able to enter a variety of structures; must be able to climb stairs and be physically mobile.
- Must possess a valid California driver’s license, current insurance, and access to a vehicle for work purposes.