



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.

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- 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

DESIRABLE 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.