### Job Title: Parent Educator/Advocate - Grant Funded Position

**Department/Program:** Family Preservation  
**Posting Date:** 01/24/2020  
**FLSA Status:** Non-exempt  
**Pay Grade:** 4

Please submit application and resume to:  
https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=11582&clientkey=BCD12EE4C3D69B17A21445755CAF5F95

### FSS Mission Statement

The mission of Family Support Services of North Florida is to be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.

### Organizational Expectations

<table>
<thead>
<tr>
<th>Commitment – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moments notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality.</th>
<th>Career Development – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.</td>
<td>Teamwork – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.</td>
</tr>
<tr>
<td>Responsible Citizenship – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.</td>
<td>Customer Service – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.</td>
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</tbody>
</table>

### Job Summary:

The Parent Educator/Advocate systematically assesses families’ strengths and needs and makes service referrals as needed, enhances family functioning by building trusting relationships, teaching problem solving skills, providing information and improving the families’ support system, assesses parenting and communication skills, provides parenting education, helps parents and children identify non-punitive methods of interacting, and models and practices positive interaction. Services are comprehensive and well-coordinated; staff will be cross trained in other systems in order to understand a family’s needs and make appropriate referrals; practice is empowerment-based, helping families and also solving external issues such as housing and employment. The role of a parent educator/advocate is to provide families with information, support and guidance as they navigate the system.

### Education

GED or High School Diploma, Bachelor’s degree in Social Work or related field from an accredited college or university preferred.

### Experience

Proven combination of education and experience which demonstrates the ability to lead, manage, enhance, and promote the assigned programs of the agency. At least one year of personal unique, life-altering experience with the Child Welfare system that can assist with guiding and supporting others.

### Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
### Ability to:
- Work collaboratively with community members, peers, and supervisors.
- Ability to work with infants and toddlers and their families.
- Maintain high organizational, leadership, and communication skills.
- Be detail-oriented.
- Utilize networking skills.
- Interpersonal skills of communication, collaborative problem solving and planning, consensus building, and conflict resolution.
- Communicate and express ideas effectively with staff and clients.
- Conduct assessments, write reports, and correspondence.
- Speak effectively before small and large groups.
- Solve problems and deal with a variety of variables while working collaboratively to develop family health plans.
- Think critically and see future consequences of decisions.
- Assess psycho-social behavior and psychological aspects of children and families.
- Comprehend, collect, and analyze data before and during facilitation regarding child safety factors, child and family health needs, and recognizing risk to children.

### Knowledge of:
- Florida Statutes pertaining to Child Welfare.
- Family dynamics with a range of intervention techniques.
- Best Practices as it relates to Family Preservation and Child Welfare.
- Social Worker principles, techniques, and practices and their application to complex case work, group work, and community problems.
- Laws, regulations, and policies which govern all Child Welfare programs.
- Child Protection and child development issues.
- New and existing community resources and social service multi-disciplinary providers in Duval County and surrounding areas.

### Other Requirements
- Clear a Level II background screening.
- Clear a reference check (professional and personal).
- Clear a local background check from the county in which you reside.
- Clear a substance abuse screen.
- Provide a copy of all degrees prior to your first day of employment.
- Clear a Motor Vehicles Records check.
- Provide proof of, and maintain a minimum personal auto liability insurance level $100,000/$300,000.
- Provide a copy of all certifications and degrees prior to your first day of employment.
- Clear an E-Verify check to substantiate that the successful candidate meets the Department of Homeland Security authorization requirements to work in the United States (for more information visit www.dhs.gov/e-verify).

### Licensure, Certification, and/or Registration
- Valid driver’s license.

### Job Duties

<table>
<thead>
<tr>
<th>Essential Duties</th>
<th>% of Time</th>
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<tbody>
<tr>
<td>Promote engagement and commitment to the completion of case plan activities to expedite case plan compliance/cooperation.</td>
<td>15%</td>
</tr>
<tr>
<td>Assesses families’ strengths/needs and makes service referrals.</td>
<td>5%</td>
</tr>
<tr>
<td>Advocacy Services – works as an advocate for families by providing support, resources, and guidance.</td>
<td>15%</td>
</tr>
<tr>
<td>Provides in-home evidence-base parenting curriculum; models/practices positive interactions.</td>
<td>40%</td>
</tr>
<tr>
<td>Trains caseworkers, partner agencies, etc. in evidence based parenting curriculum.</td>
<td>10%</td>
</tr>
<tr>
<td>Participates in meetings/staffings relating to case decisions, i.e., Preserving Families and Protecting Children Collaborative, Family Team Conference, High-Risk staffings, IPT</td>
<td>10%</td>
</tr>
<tr>
<td>Maintains current, accurate, and comprehensive information records to include all activities, contacts, and communications on behalf of children/families.</td>
<td>5%</td>
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</tbody>
</table>
Perform other duties as assigned.

<table>
<thead>
<tr>
<th>Supervisory/Decision-making Authority</th>
<th>As Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does the position require customary supervision and management of at least 2 or more full-time employees?</td>
<td>No</td>
</tr>
<tr>
<td>Two examples of the most common decisions made independently by this position on a regular basis.</td>
<td></td>
</tr>
<tr>
<td>1. Determines if notes entered into FSS’ system are appropriate and thorough.</td>
<td></td>
</tr>
<tr>
<td>2. Decides on when and where to meet for monthly meetings with prevention and diversion providers.</td>
<td></td>
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</tbody>
</table>

**Contribution and Impact**
- This position is responsible with using “lived” experience with the Child Welfare system to engage and support program participants for successful outcomes.
- Responsible for providing evidence based parenting curriculum to program participants.

**Strategic Value**
This position is critical to the FSS goal of providing quality services to the community.

**PHYSICAL REQUIREMENTS:** (R=Required  P=Preferred)

<table>
<thead>
<tr>
<th>Sitting <em>R</em></th>
<th>Standing <em>R</em></th>
<th>Walking <em>R</em></th>
<th>Lifting <em>R</em> (Specify)</th>
<th>Carrying <em>R</em></th>
<th>Kneeling <em>P</em></th>
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</table>

<table>
<thead>
<tr>
<th>Pushing/Pulling <em>P</em></th>
<th>Bending/Stooping <em>R</em></th>
<th>Climbing <em>P</em></th>
<th>Reaching <em>R</em></th>
<th>Crawling/Crouching <em>P</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grasping <em>R</em></th>
<th>Turning <em>R</em></th>
<th>Repetitive Motions <em>P</em></th>
<th>Color Recognition <em>R</em></th>
<th>Depth Perception <em>R</em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reading <em>R</em></th>
<th>Hearing <em>R</em></th>
<th>Other (describe) <em>R</em></th>
</tr>
</thead>
</table>

**HAZARDS:** (X=Potential Exposure)

- Proximity to moving mechanical parts _X_
- Electrical current _X_
- Toxic or caustic chemicals _X_
- Radiation _X_
- Biohazards (airborne or contact) _X_
- Housekeeping and/or cleaning agents _X_
- Flammable, explosive gases _X_
- Human-borne pathogens _X_
- Other: _X_

**SKILL REQUIREMENTS:** (R=Required  P=Preferred)

<table>
<thead>
<tr>
<th>Drive motor vehicle <em>R</em></th>
<th>Prepare food <em>N/A</em></th>
<th>Typing/Keyboard <em>R</em></th>
<th>Word processing software <em>R</em></th>
<th>Data base software <em>R</em></th>
<th>Spreadsheet software <em>R</em></th>
<th>Other software <em>R</em></th>
<th>Calculator <em>R</em></th>
<th>Operate office machines <em>R</em> (Fax, Copier)</th>
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<tbody>
<tr>
<td>Public speaking/group presentations <em>R</em></td>
<td>Team-oriented and collaborative interpersonal relationships <em>R</em></td>
<td>Respectful client relationships <em>R</em></td>
<td>Client assessment and evaluation <em>R</em></td>
<td>Retrieve and compile information <em>R</em></td>
<td>Verify data <em>R</em></td>
<td>Maintain records <em>R</em></td>
<td>Organize and prioritize information <em>R</em></td>
<td>Investigate, evaluate and recommend action <em>R</em></td>
</tr>
</tbody>
</table>

**FSSNF provides equal employment and advancement opportunity for all individuals without discrimination because of race, creed, color, gender, religion, age, national origin, disability, military status, marital status, or the other protected categories as defined by the EEOC and takes affirmative action in the implementation of this policy. If an accommodation is needed in order to participate in the application process, please contact the appropriate servicing human resources office.**