

**Children's Friend and Service
Job Description**

Job Grade: 7

Title: Family Support Partner

Reports To: Supervisor/Wraparound Coach

Qualifications: Experience with at-risk families; preference to be given to experience successfully raising a child with serious emotional disturbance (SED) or a developmental disability (DD) and/or who has been involved with the child welfare or juvenile justice system. Knowledge and skills needed to effectively support other caregivers. Wraparound training and certification are required but may occur as in-service. Must have a valid driver's license, required insurance liability limits, and a car to be used for work related tasks.

Duties:

1. Ability to perform wraparound functions for families including supporting, educating, encouraging, empowering and advocating for the family to express their views and choices,
2. Support the wraparound facilitator by building trust, orienting family members to the wrap process and engaging the family,
3. Support wrap team integration and promote team collaboration,
4. Link family to natural resources, support and community services that are culturally competent and responsive,
5. Provide parent education, including those associated with regulations/laws that support the rights of individuals with disabilities, assist in accessing parent advocacy and mediate as needed,
6. Become an active member of the wrap team until the family is able to be self sufficient,
7. Ensure proper documentation including client files, notices, assessment and evaluation tools,
8. Meets established productivity standards for the program.
9. Contribute to the overall success quality of the program by working constructively and collaboratively with other staff members to address programmatic or agency-wide issues and needs.
10. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.
11. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program).
12. Assist in publicizing agency programs and educating others about the agency and its services.
13. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
14. Other duties as assigned.

I have read the above list of duties pertaining to my position, and agree to adhere to the policies and procedures of Children's Friend and Service.

Employee's Signature

Date