

Job Description

TITLE: Parent Support Partner

Non-exempt Grade: 5

Summary:

Working Relationships:

1. Reports Directly to the PSP Supervisor
2. Works collaboratively with Crider Personnel: Care Coordinators and MHS's
3. Interacts with other office staff.
4. Interacts with our customers and their families.
5. Interacts with school personnel, agency staff and the community at large.

PRIMARY RESPONSIBILITIES:

The primary responsibility of the **Parent Support Partner** is to assist the family by educating and empowering them to advocate for their child/children. By using the System of Care Values and Guiding Principals, education laws, policies and procedures, the PSP will develop goals with which the family agrees. Although the goals and objectives are a way to address current needs, it must also capitalize on opportunities to teach self-advocacy to the family.

Specific Tasks Involved:

1. Reviewing and organizing customer records.
2. Communicating with customers to determine level of understanding of their child's diagnosis and situation. Engaging the family to actively participate in the Family Team Meetings (FST's) by helping them pre-determine their roles and the roles of natural supports they may have.
3. Assisting the family in identifying their natural supports. In the absence of natural supports, surrogate supports would be investigated as possibilities.
4. Assist the family in identifying their child's strengths and the strengths of the family.
5. Attending FST meetings and other meetings when necessary to support family and model good advocacy skills.
6. Maintaining well-organized records and accurate case notes, with timely computer entry.
7. Accurate tracking of all time spent on each customer.
8. Employing methods for trouble shooting and problem-solving when strategies are not working.

Active Participation in ALL required training:

It is the Parent Support Partners responsibility to participate in all required training. It is also your responsibility to ask for additional training that you feel you may need. And as

a professional, you are expected to stay abreast of changes and best practices for your personal growth and development related to your work.

Additional duties as assigned:

Working on specific assignments related to the agency as a whole. (i.e. fundraising, office projects, cleaning office, etc.)

Skills and Abilities:

Excellent communication and negotiation skills are needed. Ability to maintain confidentiality of very sensitive information. Good working knowledge of System of Care, special education laws and procedures. Also have good working knowledge of the other child serving agencies.

Qualifications:

Parent/Caregiver of an individual with Mental Health/Emotional, Behavioral, Development Disorders. Minimum of 2 years training and/or experience in advocacy, or related life experiences. Must have resided in Missouri for at least two consecutive years previous to hire date.

Must have current driver's license and reliable transportation