

## **PARENT ADVOCATE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for providing support to parents/caregivers, including assisting them in locating services and connecting them with support systems while navigating the child welfare system. The work is performed under the direct supervision of a higher-level supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides support and advocacy to parents/caregivers by helping them navigate a variety of programs and systems (e.g., child welfare, family court, etc.);  
Assists parents/caregivers in identifying available resources and provides guidance on finding essential services;  
Picks up and transports clients to appointments, meetings, etc.;  
Attends meetings, conferences and appointments with parents/caregivers to advocate for their children's rights;  
Provides information and referrals to parents/caregivers, as needed;  
Acts as a liaison between parent/caregiver and the caseworker to provide and/or exchange information;  
Keeps accurate records of interactions with parents/caregivers and the progress made in addressing their concerns;  
Assists families in building a strong support network.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the child welfare and family court systems; working knowledge of self-help techniques; working knowledge of available services and programs for families; ability to provide support and assistance to parents and caregivers; ability to establish and maintain cooperative relationships with others; ability to understand and carry out oral and written instructions; ability to understand and interpret written material; ability to prepare reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and a former participant\* in the child welfare system as a parent/caregiver with a previous child welfare case closed for at least two (2) years.

\*A written statement describing your experience as a former participant (parent/caregiver) in the child welfare system must be included with your application.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid driver's license.
2. Verification of participation in the child welfare system with most recent case closed for at least two (2) years.