

### JOB DESCRIPTION

**JOB TITLE:** Parent Partner  
**DIVISION:** Counseling Center  
**SUPERVISOR:** Program Director  
**CLASSIFICATION:** Non-Exempt / Part-Time / Full-Time  
**LOCATION:** Lake Elsinore  
**COMPENSATION:** Competitive DOE

### ORGANIZATION MISSION STATEMENT

We believe in providing quality and individualized services and support to children, youth, and adults. We strive to meet our clients where they are and walk beside them--wherever that journey may take them.

### JOB SUMMARY

The Parent Partner is a part/full-time, non-exempt position that provides services and support to parents/ caregivers of children/youth between the ages of 0 to 21 who participate in Kamali'i Counseling Center's CSOC program. When a child/ youth receives mental health services/ support through Kamali'i Counseling Center, Parent Partners become an extension of support to the family/ caregiver(s) within the support of the child/ youth's mental health treatment plan.

### MINIMUM EDUCATIONAL REQUIREMENTS

- Parent Partners will have at minimum a High School Diploma with proven skills to work with children/youth and family/ caregivers.
- Parent Partners will have lived experiences with a loved one who has received mental health services.
- The ability to pass a thorough background investigation (i.e., Criminal Record Clearance, Child Abuse Index and FBI Background Check).

### JOB DUTIES AND RESPONSIBILITIES

- Involvement and participation within supervision with clinical director.
- Work independently and within a collaborative treatment team.
- Collaborate with family/ caregivers to discover strengths and needs.
- Provide support, education, training, and resources within a therapeutic learning environment.
- Serve as a family advocate/ liaison between family/ caregivers and formal agencies to coordinate services/ support for child/ youth.
- Consultation with child/ youth treatment team.
- Assistance in the development of child/ youth treatment plan.
- Mentor family/ caregivers within a variety of topic areas to include but not limited to stress management, problem solving, communication skills, anger management, money management, self-care, and behavioral interventions to best ensure families/ caregivers are properly supported through the process of having children in the system of care and mental health systems.
- Provision of support and educational groups, trainings, and workshops related to mental health.
- Attendance within networking events and activities to support client need.
- Monitor satisfaction within mental health services and support received.
- Usage of technology in a proficient manner
- Directly assist family/ caregivers in the utilization of community resources.
- Linkage of families/ caregivers to community resources.
- Develop activities, programs, and resources that support family/ caregivers.

- Engage, inspire, and facilitate meaningful conversations with family/ caregivers that support individuals to explore, create, and meet the child/ youth's mental health needs.
- Participation in community outreach activities.
- Support and recognize, accept, and seek to understand social and multi-cultural factors within the provision of mental health services and support.
- Develop a collaborative and working relationship with agencies and organizations to advocate for family/ caregiver empowerment.
- Train, equip, and empower family/ caregivers within client need.
- Communicate, represent, and promote family/ caregivers needs within the mental health system.
- Attend and participate in special events, conferences, and workshops/ trainings within the mental health system and within the community.
- Participate in Child Family Team Meetings (CFTMs) and formal and informal hearings with family/ caregivers.
- Assist individuals and family/ caregivers to articulate needs.
- Documentation of all family/ caregiver contact and client care plan activities.
- Provide education and information to children/ youth, family/caregivers, and the community
- Provide basic information, training, support, encouragement, advocacy, service, effectiveness assessment and related services in order to assist the children/ youth and family/ caregiver in coping with immediate situations.

### **WORK ENVIRONMENT**

Employee shall work in a non-hostile work office environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee. As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial with other employees, clients, and other agencies at all times. Work environments vary from a climate controlled office setting to working outdoors with temperatures ranging from mild/moderate to extreme cold/heat.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The following lists physical demands an employee will perform on a regular basis:

- Hearing and speaking to communicate within normal range, give directions to small or large groups of people and exchange information in person and on the telephone.
- Read printed material and computer screens.
- Ability to conduct a verbal conversation in English or other designated language.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Ability to push and pull objects up to (40) pounds.
- Ability to carry up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
- Ability to lift up to ten (10) pounds frequently, and twenty (20) pounds occasionally.
- Ability to exhibit a full range of motion for shoulder, elbow, back, hip and knee.
- Ability to sit for extended periods of time, stand, stoop, kneel, bend, climb, and walk.
- Ability to climb stairs, slopes, steps, ramps, and ladders.
- Ability to work in a wide range of weather conditions.
- Kneeling, bending at the waist and reaching overhead above the shoulders and horizontally to retrieve and store files and supplies.
- Ability to operate a motor vehicle in a safe and effective manner.

### **SEND RESUME TO:**

Kamali'i Counseling Center  
 Attention: Jennifer Hyatt  
 Email: [jhyatt@kamalii.org](mailto:jhyatt@kamalii.org)  
 Fax: (951) 674-9486

### **Complete:**

Employment Questionnaire  
 (link on website)