



**Job Title:** Parent Mentor

**Job Classification:** Full-Time, Regular, Non-Exempt

**Reports to:** Parent Mentor Program Manager

**Hours:** 30-40 per week

**JOB SUMMARY:** Parent Mentors are parents who have first-hand experience with the Child Welfare and Juvenile Dependency Court systems, and who have exhibited exceptional qualities in their own efforts to develop viable permanency plans for their children, an understanding of how the Child Welfare system works, an appreciation of what it takes to be successful, and personal qualities that lend themselves to collaboration on various levels.

The preferred Parent Mentor candidate will possess a positive attitude, sincerity, and a willingness to help others. In order to be considered for this position, the Parent Mentor case must be closed for two years, they must be clean and sober, and he/she must be maintaining family stability.

A Parent Mentor must have the ability to get to court, meetings and appointments. Families served may live anywhere in Sonoma County. A valid driver's license and reliable transportation are required.

**ESSENTIAL FUNCTIONS:**

- Actively participate as a parent mentor to families currently involved with Sonoma County Family, Youth and Children's Services.
- Be willing and able to attend court appearances and meetings (including Team Decision Making Meetings) and other meetings when requested to do so by the parent(s).
- Make necessary contacts with parents, social workers and other appropriate parties in order to review pertinent family information and to understand cases.
- Assess the parent(s) and determine case needs.
- Be knowledgeable about community resources.
- Document all contacts and interactions with the parents on a contact form. All recordkeeping must be accurate and timely.
- Attend required individual and group supervision and trainings as provided.
- Acknowledge positive behaviors and encourage and support parents in continuing success.
- Attend CPI team meetings and trainings as scheduled.



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#### **KNOWLEDGE/SKILLS/EXPERIENCE:**

- Demonstrate good rapport and boundaries with youth and families.
- Good written and communication skills.
- Present professional appearance, attitude and behavior at all times.
- Ability to maintain confidentiality and discretion at all times.
- Ability to work evenings or weekend hours as required.
- Must have physical ability to actively complete all job duties.
- Education: Some high school education. Diploma or GED preferred.
- Experience: Applicant must have experience as a parent or family member who has previously been involved in the Child Welfare system.
- Availability: Parent Mentors must be available to work occasional evening and weekends. Occasionally Mentors will need to be available on holidays.
- Skills: Personal skills that help develop and support relationships are primary. Parent Mentors must also be willing to learn good work habits and be open to supervision. Training will be provided in computer skills necessary for recordkeeping. Bilingual Spanish/English is a plus.

#### **PHYSICAL REQUIREMENTS:**

- Ability to lift 25 lbs (supplies).
- Prolonged sitting and working on a computer and telephone.

*Our mission is to end child abuse and strengthen the health of children, parents and families.*