

**JOB DESCRIPTION**

**Exchange Parent Aide**

20-32 hours/week

**ACCOUNTABLE TO:**

The Executive Director of the Butte 4 C’s. Job performance evaluation will occur following a twelve-month probationary period and on an annual basis thereafter.

**POSITION RESPONSIBILITIES:**

1. Provides weekly 60–90-minute home visits and work on individual family goals utilizing parent education materials, community resources, and family strengths.
2. Maintain a caseload of up to 15 families and a flexible schedule of home visits that meet the needs of the families.
3. Maintain a success rate of 75% as measured by pre/post test assessments, attainment of family goal plans, notes, and observations.
4. Maintain engagement of families in the Parent Aide program for 4-12 months.
5. Perform a parenting assessment including pretesting and develop a family support plan based on identified needs and work with the family on achieving these goals. The plan should be reviewed and updated, if necessary, a minimum of every 90 days.
6. Maintain all data with timely completion of all relevant paperwork including individual assessments, releases, agreements, contact notes, family support plans, testing and closing documentation.
7. Adhere to all requirements and standards of this evidence-based Exchange Parent Aide Model as outlined in the program manual to ensure program fidelity.
8. Complete a minimum of 16 hours of initial Parent Educator training plus 20 hours annually.
9. Demonstrates ability to work independently as well as part of a team.
10. Keeps all information concerning clients confidential.

**SPECIFICATION:**

1. Two (2) year degree in human services, child development or related field from an accredited institution or 2-3 years’ experience providing direct services to families is preferred. Must be able to clear a background check.
2. Must have reliable transportation, valid driver’s license, and proof on motor vehicle ins.

**EXPERIENCE:**

1).Must have excellent communication skills both verbally and in writing.

2). Preferred computer skills sufficient to enter required information concerning clients and statistical data.

**RECOMMENDED CHARACTERISTICS OF PARENT AIDE HOME VISITORS:**

1. Good communication and listening skills and are organized and knowledgeable of child development.
2. Comfortable delivering interventions to families in the home setting, following policies and procedures.
3. Open to learning and implementing new curricula or intervention programs.
4. Able to be both creative and flexible in delivering a highly structured intervention protocol.
5. Previous experience working with families.
6. Understanding of family circumstances and responsive to family needs, but able to provide structure to visits and maintain fidelity to the model.
7. Able to demonstrate compassion, and cultural/linguistic understanding to each individual family.
8. Diligent and mindful in meeting reporting requirements.

**GENERAL:**

* In-town and out-of-town travel to include over-night travel may be required to perform the responsibilities of this position. The employee is to provide a mode of transportation for this travel. Some travel may be required during inclement weather. Mileage reimbursement is provided
* Attend regular staff meetings, community meetings as necessary and in-service training sessions as funding allows and in consultation with the Executive Director.
* Attend other meetings and invitations as they pertain to this position in consultation with the Executive Director.
* Complete other duties as assigned by Executive Director

**PHYSICAL DEMANDS:**

* The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day. Must be able to lift 50 lbs.