Job Title: Family Partner

Reports to: Family Partnership Program Director

Department: Family Partnership Program (FPP)

FLSA Classification: Non-Exempt

EEO Category: 9

Pay Rate: Salaried

Org Band: Frontline

SEIU Eligible: No

Job Summary: Provide information and referral, informal peer support, and coaching services to parents whose children are receiving public services for mental health related issues. The Family Partner assumes a leadership role in improving outcomes of children by providing parents with information about the Mental Health system; aid in problem solving for effective interaction with public agencies; resources and information to link back to their natural community support systems; and support parents in their achievement of personal goals that will improve the outcomes of their children.

Primary Responsibilities

• Attend Family Team meetings, IEP meetings, court hearings, and other formal meetings as needed in support families.
• Be available to the family by phone, or home visit to provide support and encouragement.
• Assist parents/caregivers on how to negotiate, resolve conflicts, and navigate county agencies.
• Build bridges between parents/caregivers and agencies providing them with services.
• Support parents/caregivers in emotionally reconnecting in a positive manner with their child if they are returning home after being in out of home placement.
• Support the linkage between families and their natural community resources by attending outings in the community along with families.
• Provide information to parents about support groups and other community resources.
• Complete all necessary documentation to account for time spent in service to a family in a timely fashion.
• Perform other related duties as assigned.

Qualifications

• 2+ years of professional or personal experience providing advocacy for a child who is accessing public services related to their mental health.
• Excellent oral and written communication skills.
• Bi-lingual Spanish/English preferred.
• Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

**Physical Requirements**

• Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
• Lift: exertion of physical strength to move objects 10-50lbs from one level to another
• Carry: hold or rest weighted objects 10-50lbs directly on hands, arms, shoulders or back while moving from one location to another
• Climb: ascend/descend with gradual or continuous progress, using both hands and feet
• Push: exertion of force on or against an object (weight/size) to move it from one location to another.
• Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

**Acknowledgements**

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: _______________________________  DATE: ___________________________
FOR HUMAN RESOURCES DEPARTMENT ONLY:

- Is the position open for telecommuting (or required time in office set at X days)?
- Does the position qualify for cell/data reimbursement?
- Is there expected travel (how much)?
- Training expected or allowed?
- Is there a language requirement or bonus?
- Other supplemental pay available to position?