

## **Job Description:**

**OVERVIEW:** Coalition for Hispanic Family Services is hiring Parent Advocates who will be responsible for encouraging birth parents actively partner with the agency and to engage in the process of planning for Reunification with their children. Parent Advocates provide our birth parents with non-judgmental support and a listening ear. This advocate will be someone who guides them through this difficult time in their lives with a goal of supporting them through the journey of Reunification.

The Parent Advocates will be part of the Parents Supporting Parents initiative recently launched by ACS, in conjunction with RISE- a parent led advocacy organization. The initiative is based on the premise that advocates with their own personal prior lived experience in child welfare systems will be effective in supporting and informing parents with children in foster care, and help to improve outcomes for children and families.

### **BRIEF SUMMARY OF POSITION/ RESPONSIBILITIES:**

- Support and encourage parents currently navigating the child welfare system.
- Educate birth parents on the requirements of them and the services they can receive.
- Support families in adjusting to their new service plans.
- Attend conferences and meetings with parents to assist them in accessing services.
- Assist parents/guardians with identifying their individual and family strengths and needs.
- Provide advocacy, support and referral services for birth parents in areas such as housing and public assistance.
- Collect required documents for housing, complete online applications, record data in applicable systems and submit packet to ACS.
- Assist/accompany parents when shopping to purchase furniture for new apartments once children are final discharged from care.
- Link families to community resources.
- Maintain frequent contacts to provide ongoing support.
- Educate birth parents in understanding and navigating the process of planning for their child.
- Maintain appropriate boundaries.
- Work collaboratively with casework team.
- Document all contacts and services delivered.

**QUALIFICATIONS:** High School Diploma or GED and good oral and writing skills. Personal experience with the Foster Care/ child welfare system is required. Knowledge of foster care and ACS mandates. Have experience holding challenging conversations and facilitating meetings. Able to travel throughout the five boroughs of New York City as needed. Strong organizational and computer skills necessary as well as flexibility and willingness to take on new responsibilities as they arise.

\*\*Salary: \$38,000- \$40,000 a year