Job Description

Job Title: Parent and Youth Advocate
Department: Tribal Family Services
Reports To: Social Services Director
FLSA Status: Non-Exempt
Status: Regular Full-time, Monday thru Friday 8:00am-4:30pm
Salary: $14.00-17.00

SUMMARY
The Parent and Youth Advocate will assist parents and youth involved in the county child welfare services (CWS) by assisting with strength based wrap around services to decrease the length of stay in the CWS systems and to fast track children out of foster care.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Works proactively with parents (including foster parents) to educate and navigate the CWS system to enhance successful family reunification by assisting in referrals to services to encourage parents to adhere to case management plans.
2. Works closely with foster youth by linking youth into Independent Living Skills (ILS) and services to reconnect them with their tribal community and services.
3. Maintains and provide statistical information as required by policy and procedures and provides statistical reports as required.
4. Willingness to cross train in other aspects of the TFS programs providing transportation and non case manager activities and parent training.
5. Attend and contribute to ICWA Case Staffing meetings, Child Protective Team (CPT) meetings, Tribal updates and Family Unity Meetings and Club-7 (Foster Youth Services) to support clients.
6. Maintains personal and professional boundaries and holds confidentiality adhering to the HIPAA requirements.
7. Ability to cross to perform Medi-Cal eligibility services.
8. Performs other duties as required.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
High School diploma or GED is required. Any related experience and skills in interviewing, community presentations and facilitation in meetings will compliment the application. Skills and ability to communicate to elicit information and cooperation from groups or individuals is essential. Ability to establish and maintain effective working relationships with patients, staff, and the public is a must. Ability to interpret and communicate social work agency rules, regulations and procedures. Ability to write reports, correctly reflect treatment and document patient's progress.
CERTIFICATES, LICENSES, REGISTRATIONS:
A valid California driver’s license and a good driving record will be required at the time of appointment and must be maintained throughout employment.
Driving is required for this position.
CPR certification must be acquired within six months of appointment.

PHYSICAL DEMANDS
Essential duties require potential employees to perform duties including but not limited to standing, sitting, walking short distances, lifting, reaching, etc. Employee must be able to travel. Applicants must successfully pass a pre-employment physical exam, tuberculin skin test or x-ray, and blood/urine screening test. Health must be adequate to perform all duties of the position.

CUSTOMER RELATIONS
1. Responds promptly and with caring actions to patients and employees. Acknowledge psychosocial, spiritual and cultural beliefs and honor these beliefs.
2. Maintain professional working relationships with all levels of staff, clients and the public.
3. Be part of a team and cooperate in accomplishing department/organizational goals and objectives.

QUALITY MANAGEMENT
1. Displays knowledge of normal signs of human development and ability to assess and provide age appropriate care
2. Contribute to the success of the organization by participating in quality improvement activities.

SAFETY
1. Maintain current knowledge of policies and procedures as they relate to safe work practices.
2. Follow all safety procedures and report unsafe conditions.
3. Use appropriate body mechanics to ensure an injury free environment.
4. Be familiar with location if nearest fire extinguisher and emergency exits.
5. Follow all infection control procedures including blood-borne pathogen protocols.

HIPAA/COMPLIANCE
1. Maintain privacy of all patient, employee and volunteer information and access such information only on a need to know basis for business purposes.
2. Comply with all regulations regarding corporate integrity and security obligations.
3. Report unethical; fraudulent or unlawful behavior or activity.
4. Specify privileges and responsibilities of employment, including compliance with an adverse incident reporting system.
5. Maintains client case files in accordance with all applicable laws and regulations and IHC policies.
Indian Preference shall be given in accordance with IHC’s Policies and Procedures Section 3, Part 3-1, Paragraph 5

I have received a copy of my Job Description and accept and understand the responsibilities of my position.

___________________________________                 ______________________
Employee Signature                                                        Date