



**Mothers & Babies**  
**PERINATAL NETWORK**

Of South Central New York,

JOB TITLE:                   **PARENT PARTNER**

PROJECT:                   **PAL FAMILY RESOURCE CENTER**

REPORTS TO:               **FAMILY SUPPORT SERVICES DIRECTOR**

Under the direction of the Family Support Services Director, the Parent Partner will work along with the PAL Coordinator, to provide a strength based, welcoming, supportive program for participants and young children. PAL Staff will work in partnership with community agencies to provide services, information and resources for families. The PAL Partner will work closely with the PAL Coordinator to identify strategies to reach and work with high risk families in the community and/or involved with the Foster Care System.

**Responsibilities will include, but may not be limited to:**

- Co-planning with other PAL Staff, activities and programs offered through the PAL Center.
- Planning and implementation of developmentally appropriate activities for parents and children.
- Provide One-on-One Mentoring that includes support, goal setting, life skills, and parent education.
- Facilitate parent education programs with pre and post evaluations.
- Input daily progress notes, contact logs, and intakes into AWARDS database.
- Work together with caseworkers to plan and implement strategies and goals for clients utilizing supervised visitation.
- Daily cleaning and maintenance of the Center.
- Prepare materials for activities and meals.
- Plan and implement special events.
- Engage all families in Center programs. Provide a warm and non-judgmental atmosphere.
- Role model effective positive parent/child communications and interactions.
- Facilitate educational, support programs, and workshops scheduled at the PAL Center.
- Attend and participate in staff meetings, in-services, and professional trainings.

**Areas of Expertise:**

- Family support principles: welcoming, encouraging, engaging, nonjudgmental.
- Strong oral communication and interpersonal skills.
- Knowledge of early childhood development, behavior management, ACE's, childhood trauma, parenting education, foster care.
- Knowledge of the community and human service programs.
- Working with "high risk" populations: [parents/children living at or near poverty level, those with cognitive limitations, low literacy, mental health issues, teen parents, or engaged in the foster care system].

**Broome • Chenango • Cortland • Delaware • Otsego • Tioga • Tompkins**

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**Minimum Qualifications:**

- Minimum 3 yrs. experience working with parents and children
- Minimum 2yr. degree in social work, early childhood, health/ human service field
- Able to work 2-3 evenings/week and occasional weekend special event

THE POSITION OF PAL PARENT PARTNER IS A PART OR FULL-TIME, NON-EXEMPT POSITION AND IS THEREFORE SUBJECT TO THE PROVISIONS OF THE FAIR LABOR STANDARDS ACT.