



## Position Description

### **Parent Trust Family Advocate for St. Stephen Housing Association**

#### **Families in Transition Support Program**

**Overview:** Our Family Advocate provides parent support and education services for the families living at St. Stephen Housing Association's transitional housing in Kent and Auburn. The purpose of this position is to increase family strengths and stability and prevent child maltreatment/Adverse Childhood Experiences. Our Family Advocate will work on a team with St. Stephen's Caseworkers to receive referrals and introductions to parents, as well as debriefing and updating Caseworkers on a weekly basis.

#### **We Believe:**

- Every parent wants to be a good parent.
- Each person wants to set their own life goals.
- Lasting change is possible.

#### **Essential Job Duties of the Parent Trust Family Advocate:**

1. Meet with parents referred by St. Stephen's Caseworkers. Assess the parenting needs and goals of each individual family.
2. Provide individual parent education and support services based on the goals and needs of the families.
3. Provide group presentations on parent education and support as needed and requested by the families.
4. Work with our Parent Trust Family Help Line Coaches, St. Stephen's Caseworkers or other agencies to support the parent in enrolling or engaging in additional services as needed to meet the child and/or family needs.
5. Maintain positive relationships with St. Stephen Caseworkers and the families in the program.
6. Establish and maintain good communication with Parent Trust Family Help Line Coaches.
7. Attend family events at St. Stephen Housing Association.
8. Maintain confidential, organized, and accurate case notes and files.
9. Relay family progress and successes to Parent Trust Parent Program Manager and St. Stephen Caseworkers.
10. Participate in the collection of program outcomes.
11. Assure that families are treated with respect and dignity regardless of race, ethnic background, gender, or socioeconomic background.
12. Other tasks and responsibilities as assigned and required to accomplish the goals of the Families in Transition Support Program.

#### **Requirements:**

- Strong commitment to strength-based family support principles and to ending all forms of family violence.
- Knowledge of community resources and child development.
- Experience with using online meeting tools.

- College degree + 3 years work experience, OR 5 years work experience in social services preferred.
- 1-year commitment. The current contract is for one year.
- Adhere to expectations as a Washington State mandated reporter.
- Must be able to successfully pass a WA State Patrol Criminal Background Check

**JOB SUMMARY:**

- 8 hours a week. Hours are flexible but must have regular work hours during which you can meet with parents.
- Must be able to respond to parent and caseworker messages within 24 hours.
- Must have own transportation.
- No medical/dental insurance.
- Pay rate: \$22.50 an hour
- Closing date – July 31, 2024
- Reports to:** Parent Trust State Parent Program Manager

**Do not contact by phone or in-person. A resume and cover letter is a must.**

Send resume and cover letter to Sarah Mace via email at [smace@parenttrust.org](mailto:smace@parenttrust.org).