



Job Title: Home-Based Family Parent-Aide

Reports: Program Supervisor

Summary Parent aides are caring, skilled professionals who work with you in your home providing services to a variety of populations, with DCS/Probation, pre-adoption and post-adoption services.

Duties and Responsibilities:

1. Provide all required documentation in a timely manner, which may include client follow-up, and client contact sheets
2. Ensure that all documents submitted on behalf of a client are valid
3. Input accurate and complete data for all contacts with clients into agency database
4. Provide support, guidance and positive role modeling.
5. Ensuring help to safely maintain children in their homes (or foster home)
6. Set and observe appropriate boundaries with clients; observe client confidentiality and HIPPA protocols
7. Receiving, transfer and handling of all specimens shall be documented using the proper chain-of-custody
8. Prepare for and testifies at court hearings
9. To track all time spent for a client and complete monthly billing reports. Submit the monthly billing report to the Program Manager on the first working day each month
10. Attending all staff meetings and recommended training programs and conferences
11. Help clients find resources in your community for food, transportation, utilities, education, job opportunities, etc..

Skills:

Must be able to work for and with a number of persons

Must be able to work under stressful conditions

Ability to apply sound and mature decisions

Consistent attendance is general qualification for this job

Good documentation skills

Excellent written and verbal communication skills, ability to establish rapport

Knowledge of child abuse/neglect, and child/adult development

Education/Experience:

High School Diploma/GED

Computer Knowledgeable

Valid driver's license/Acceptable driving record

Up to 50% Travel

Current negative TB (Tuberculosis Test)

Acceptable Criminal (state and county) histories

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

I have read and understand this job description

Name: _____ Date: _____