



*Kansas Family Advisory Network is a 501(c)3 Faith Based Outreach Ministry*

## **Position: Family Special Parent Advocate**

In this capacity, the KFAN employee will represent KFAN and its mission to promote the restoration of birth parents through Support, Education, Advocacy and Trainings. The Family Special Parent Advocate implements family centered practice by assuring that birth parents, caregivers and adoptive resource families are considered and assessed for possible placement and/or support throughout the case planning process. Family Special Parents Advocates works with birth parents and caregivers who may be or may not be involved with the child welfare systems and are looking for assistance. Family Special Parent Advocates serve as parent mentors to their families.

### **The duties of a Family Special Parent Advocate can include:**

- Partner with families to enhance the safety, stability, and well-being of their family through support, education, advocacy, trainings and community collaboration
- Answer phones to perform initial intakes and inquiries for families
- Become a Parent Ally to attend court with clients
- Establishing rapport with clients
- Connecting clients with community resources
- Participates in supervisory and team meetings, sharing pertinent information about children/families
- Participates in case conferences, family meetings, client assessments, and in the team decision making process
- Required documentation and upkeep of data and files
- Implements KFAN policies and follows directives as required
- Be a supportive and caring team player and be willing to step in when staff needs assistance
- Other duties as assigned

### **Job Description**

The Family Special Parent Advocate meets with birth parents and caregivers (individuals and families) initially and spends time gaining rapport with their families. The Family Special Parent Advocate listens attentively to learn clients' current needs and concerns. The Family Special Parent Advocate assist families to identify the services the family would like to receive. This may include referring clients to counseling services, helping identify and access appropriate social services. Other responsibilities of the job include helping families ensure they are getting the benefits they are entitled to and making recommendations for things like job training and accessing various community resources.

### **Experience**

Preferred

- 1 year(s): Prefer at least 1-year experience working with children and families, or one year of education in the human services field may be substituted for one year of experience.
- Personal experience directly or indirectly with the child welfare system.

### **Education**

Required - High School or better

### **Licenses & Certifications**

Required - Drivers' License

### **Skills - Required**

- Honest & Ethical Work Standards, Serve Others, Ability and/or desire to be an advocate for caregivers
- Be Non-Judgmental towards KFAN clients, staff and community stakeholders
- Ability to communicate to clients, team members, KFAN leadership, and community partners
- Parent Ally Training, Ability to speak one on one and in a classroom setting.
- Ability to work flex schedule when needed, some evenings required, Ability to work with a diverse population
- Create a positive work environment, Effective written and verbal communication, Computer skills is a must,
- Flexible to changing situations (staff/client), Following instructions, Active Listening
- Manages stress appropriately, Manage personal emotions, Mandated Reporter, Remaining calm in a crisis
- Self-motivated and the ability to complete task, Sensitive to the needs of the client, Ability to Relate to People
- Works effectively in close proximity/teamwork, Customer Service, Prioritizing and handling multiple tasks
- Understanding of the child welfare and state system, Ability to travel throughout the State

*\*Position is to be assumed open until filled.*

\*Resumes, references, cover sheets and/or inquiries are to be sent to: **[Information@kfaninc.net](mailto:Information@kfaninc.net)**