

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Family Peer Mentor

Department: Children Services Board
Reports To: Family Services Department Supervisor
Positions Supervised: N/A
FLSA Status: Non-Exempt
Bargaining/Non-Bargaining: Bargaining

JOB SUMMARY

An Ohio START Family Peer Mentor provides peer support to help families navigate through the child welfare and other systems while also providing hope and motivation to promote healing to keep children safe and families together. An Ohio START Family Peer Mentor serves families referred to the PCSA due to child maltreatment with substance abuse being the primary risk factor. The Ohio START Family Peer Mentor serves as a member of the local START team along with the child welfare caseworker, child welfare supervisor, and behavioral health service provider. The goal of the entire team is to keep children safe and families together. The Ohio START Family Peer Mentor will have a caseload of no more than 10-12 families.

ESSENTIAL JOB FUNCTIONS:

- Participating as an active member of the Ohio START team
- Working jointly with the Ohio START case worker and behavioral health provider to ensure seamless and efficient delivery of intensive wrap-around services to the START families on his or her caseload to assist with the safety of the child(ren)
- Participating in initial meetings, weekly status meetings and Family Team Meetings to review families' progress and child safety in their respective cases
- Providing continual exploration of family's needs to empower the family to take ownership over their long-term successes and the safety of the child(ren)
- Supporting the parent(s) in achieving personal independence
- Connecting START families to community resources
- Teaching families skills to effectively navigate to the child welfare system
- Assisting families with identifying and accessing natural support systems in the community
- Promoting coordination and linkage among providers within local community
- Coordinating or providing assistance in crisis interventions and stabilization of families
- Assisting families to develop of empowerment skills through promoting self-advocacy
- Identify barriers (internal and external) to full participation in community resources and developing strategies to overcome those barriers
- Providing input on court forms as needed
- Providing input on development of the case plan and child safety

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Demonstrate long term recovery (recommended 3 years) from a SUD
- Have earned a minimum education level of GED
- Demonstrate no ongoing criminal activity
- Have lived experience with the child welfare system either as a parent or child, with the case closed at least one year or if do not have direct CPS experience
- Be able to describe how your substance use affected your children and family
- Maintain a current driver's license, state minimum automobile insurance, and car available at all times.

KNOWLEDGE, SKILLS, AND ABILITIES:

The START Family Peer Mentor should have knowledge or be able to attain knowledge of:

- Alcohol and drugs(pharmacology)
- Behaviors associated with addiction
- Court processes
- Diversity
- Ethics
- Family dynamics

- Alcohol and drugs(pharmacology)
- Court processes
- Ethics
- Family Team Meetings
- Human behavior
- Maintain confidentiality
- Pathology of addiction
- Ohio START Program
- Signs of child abuse and neglect
- Treatment options
- Behaviors associated with addiction
- Diversity
- Family dynamics
- Health Insurance Portability and Accountability Act (HIPAA)
- Local resources and services
- Medically Assisted Treatment (MAT)
- Process of recovery
- Self-help programs
- Trauma Informed Care

The START Family Peer Mentor should have skills in:

- Communication (listening, verbal, nonverbal, written)
- Advocacy
- Computers
- Crisis intervention
- De-escalation
- Motivational interviewing
- Negotiation
- Observation
- Parenting
- Professionalism
- Time management
- Coaching
- Coping
- Cultural competency
- Driving
- Multi-tasking
- Networking
- Organization
- Problem solving
- Setting personal/professional boundaries

The ideal candidate will possess the following traits:

- Common sense
- Creativity
- Honesty
- Non-judgmental
- Patience
- Positivity
- Reliability
- Sympathy
- Compassion
- Empathy
- Integrity
- Open-mind
- Personable
- Professional courage
- Self-motivation
- Tolerance

PHYSICAL DEMANDS:

- Operate a personal computer, copier, scanner, printer, fax machine, calculator and telephone.
- Incumbent performs generally sedentary work within an office environment, which may require lifting up to thirty (30) pounds occasionally.
- Physical activities include walking, talking, and listening; use hands to finger, handle, feel or operate standard office equipment; lifting; standing; reaching and repetitive motions.
- Incumbent performs work where the seeing job is close to the eyes, reading computer screen and written documents.
- Work under stress of fixed deadlines while meeting demand for service or information.

WORK ENVIRONMENT:

- Incumbent works primarily inside with minimal exposure to adverse environmental conditions.
- Occasional local and out-of-County travel for training and meetings.

I have received a copy of the Position Description and have read and understand its contents. I acknowledge that this Description is a representation of the major duties and responsibilities of the position.

Employee Signature

Date

Supervisor (or HR) Signature

Date