

PARENT PEER TRAINER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position in which the incumbent acts as the home/ school liaison for families at risk. Referrals are initiated by a school as a component for drop out prevention. The incumbent then assists parents with solving family, child and varying school problem situations by utilizing "grassroots" community action techniques to help open doors to good relationships among the school, the parents, the children and the community. Work is performed under the general supervision of a higher level employee with leeway allowed to make independent decisions on routine issues. Minimal supervision may be exercised over support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Develop and maintain liaisons with appropriate agencies and/ or organizations for the purpose of receiving referrals of families at risk;

Provides intake and needs assessment of potential program participants;

Develop and maintain liaison with families for the purpose of developing effective lines of communication between home, school and various agencies;

Assist referring agency/ organization in developing a clearer understanding of family situations;

Assist parents in developing a clear understanding of the agency/ organizations needs, requirements and policies;

Plan, develop and implement workshops and educational sessions of interest to the local parent community for the purpose of reducing isolation and fostering positive communications among parents;

Attend training, workshops and seminars pertinent and necessary to professional growth and development;

Maintains records regarding home visits and progress of the family plan.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of community resources available to targeted populations; working knowledge of local cultural and sociological make up of district population; good interviewing skills; ability to establish effective working relationships with children of all ages, parents, school personnel and community agency personnel; positive attitude; interest in creating opportunity for family development and social change; interest in working with a drop out prevention program; tolerance for differing values and attitudes; tact and courtesy; a high degree of confidentiality; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

ULSTER COUNTY
4623 PAR PER TR
Classification: Non-Competitive
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Adopted: July 28, 1994