



AmeriCorps Position Description AmeriCorps Family Resource Aide

The Child Abuse Prevention Center, Birth & Beyond, and WellSpace Health do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources at (916) 244-1904.

AmeriCorps is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit www.americorps.gov

WellSpace Health is one of Sacramento's premier non-profit organizations proudly serving the homeless and underserved community of Sacramento for over 40 years. We offer professional services including: high quality primary health care; family planning; women's health including OB; immunizations; well child care and testing; diagnosis and treatment; addiction treatment; mental health counseling and pediatric dentistry.

We are a leader in integrated care, blending physical health services with our well-known addiction and mental health treatment. We also offer a range of medical products through community partnerships including our T3 Program (Triage, Transport and Treat) that reduces Emergency Room overcrowding and our Interim Care Program (ICP) that reduces medical relapse following hospital discharge. In 2010 we have opened the first pediatric dentist clinic in the Sacramento area for our community.

Birth & Beyond Program

The Birth & Beyond Program focuses on overburdened families and children incorporating home visiting and family resource centers as a strategy for service delivery. A team of professionals, paraprofessionals, and residents of the community provide services.

Service Position Title: AmeriCorps Family Resource Aide

Service Position Summary:

The AmeriCorps Family Resource Aide (FR Aide) is responsible for assisting the FRC Coordinator in coordinating all aspects of the Birth & Beyond (B&B) Family Resource Center (FRC). The FR aide reports to the FRC Coordinator.

Essential Functions:**1. Parenting Workshops/Parent Support & Documentation (60%)**

- Deliver parenting workshops, including planning, coordinating and administering appropriate assessments to parents of children 0-18 years old.
- Co-facilitate with parent leaders parenting workshops to parents of children 0-18 years old.
- Assist in planning parent support groups, activities, and special events for the FRC and community in cooperation with the FRC Coordinator, and participate as requested.
- Model nurturing attitudes and behaviors in all contacts with program participants and teammates.
- Link parents to community resources based on family need.
- Advocate for and act as a liaison for families with existing community services and agencies, which may include routine translation and interpretation.
- Work with families to empower them to engage in problem solving.
- Conduct screens and assessments when appropriate to families utilizing the FRC.
- Model effective parenting behavior, provide support, education/information/referrals, and provides parents with age appropriate parenting and positive discipline techniques.
- Provide transportation in an agency vehicle to the FRC for parenting workshops, parenting activities, and/or events as Lead Agency allows.
- May provide case management services.
- Assist and submit accurate and timely daily attendance reports, progress notes, and data collection.
- Possibility of carrying a small home visitation caseload (maximum of 3 families) with approval by Program Manager, may be supervised as necessary by Team Leader or Program Manager.

2. Supervision, Training (15%)

- Attend a minimum of 1 hour a week supervision with the FRC Coordinator. Team Leader or Program Manager.
- Observe the child/children's behavior during their participation in playcare/youth activities and consult with the FRC Coordinator regarding any observations and concerns about the child's development that the Home Visitor, Team Leader, and Multi-Disciplinary Resource Team (MRT) should know.
- Attend required B&B trainings provided by The Child Abuse Prevention Center, the County of Sacramento, and its Contractors.
- Members will be trained and expected to adhere to CNCS prohibited activities.

3. Outreach/Volunteer Generation (7%)

- Assist with and participate in outreach, community engagements, referrals, and volunteer generation.
- Coordinate volunteers that assist at the FRC.

4. Playcare/Youth Activities (13%)

- Be responsible for the infants, children, and youth in his/her care while children are in the B&B FRC, playcare, and other FRC related activities.
- Act at all times in a manner that ensures the physical and emotional health, safety, and well-being of the infants, children, and youth in groups.
- Staff playcare/youth activities as scheduled and alert the FRC Coordinator when assistance is needed.
- Facilitate age appropriate learning opportunities for children/youth in a structured environment which focuses on developmental domains.

Marginal Functions:

1. Other Duties Related to Service Activity (5%), including but not limited to:

- Maintain a safe, clean, resourceful, and enriching FRC environment for families and staff.
- Support FRC by assisting with follow-up calls and letters to families as needed.
- Team Leader or Program Manager can assist to train FRA to become a Home Visitor, if applicable.
- Be temporarily assigned a B&B Home Visiting family in the extended absence of a Home Visitor, a language capacity challenge at the site, or at the discretion of the Program Manager and Team Leader, if applicable.
- Attend and participate in MRT as needed.
- Participate in AmeriCorps National Service Days.
- Perform other duties as assigned that are associated with the AmeriCorps B&B Performance Measures.

Principal Working Relationships:

- FRC Coordinator
- Program Manager
- Team Leaders
- Birth & Beyond Families
- Various Community Service Agencies
- Child Abuse Prevention Center Staff

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Must have basic computer skills.
- Ability to work with diverse workgroups and teams.
- Ability to serve families with diverse economic, social, racial, and cultural backgrounds.

- Knowledgeable about local community resources.
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skill.
- Skill to maintain a professional, confidential work environment.
- Ability to self-initiate multiple tasks in an efficient manner.
- Must have the ability to be a self-starter and work independently.
- Knowledge of child abuse issues, substance abuse, family dynamics, and domestic violence.
- Knowledge of child development and behavior.
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Ability to work evenings and weekends, as required.
- Ability to communicate clearly both orally and in writing.
- Ability to communicate professionally & effectively.
- Experience in social services in community settings with families preferred.
- Able to deal with stressful situations.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.
- Must be able to lift & carry minimum of 15 lbs.
- Ability to frequently bend, twist, squat, kneel, reach, push, and pull.

Other Qualifications:

- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check.
- Must possess a high school diploma or GED.
- Must possess a valid California Driver's license, reliable transportation and auto insurance.
- Able to travel between sites and to offsite events.

ACKNOWLEDGEMENT:

Other than the completion of marginal functions, all of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other position-related

instructions as requested by their supervisor, subject to reasonable accommodation.
This position description is not all inclusive.

This Position is a:

1700 Hour Commitment

900 Hour Commitment

To apply for this volunteer position, send resume to Afi Farrar at
afarrar@wellspacehealth.org.

Applicant's Name

Supervisor's Name

Applicant's Signature

Supervisor's Signature

Date

Date