



AmeriCorps Position Description AmeriCorps Family Resource Aide

The Child Abuse Prevention Center, Birth & Beyond, and **Mutual Assistance Network** 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

Birth & Beyond Program

The Birth & Beyond Program engages and supports families and children by incorporating home visitation 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:

Following federal guidance and at the discretion of the service site, the AmeriCorps Family Resource Aide may serve on a modified virtual and in-person schedule. This schedule may change throughout the service year.

The AmeriCorps Family Resource Aide (FRA) reports to the Family Resource Center Coordinator (FRCC). Family Resource Aides facilitate workshops, lead community outreach efforts, engage with families in the target communities, and may provide case management services to empower families to meet goals and navigate public systems. All duties will be performed within a culturally responsive, trauma-informed, and strength-based manner. Family Resource Aides are responsible for collaborating broadly across systems and providing effective supports based on a deep understanding of the community served.

Essential Functions:

Parenting Workshops/Parent Support & Documentation (60%)

- Deliver parenting workshops, including planning, coordinating and administering appropriate assessments to parents of children 0-18 years old.
- Knowledge, understanding or willingness to learn of the values, beliefs and practices of cultural groups within diverse communities.

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- Strong knowledge or willingness to learn of Child Protective Service (CPS) systems to serve as an advocate while they navigate working with CPS.
- Advocate and engage in the community; act as a cultural guide for the families served.
- 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.
- Assures service planning and service delivery are equitable among program participants.
- Model nurturing attitudes and behaviors in all contacts with program participants and teammates.
- Link parents to community resources based on family goals.
- Advocate for and act as a liaison for families with existing community services and agencies, which may include routine translation and interpretation within agency guidelines. Work with families to empower them to engage in problem solving.
- May provide and review school readiness materials/resources with families served.
- May act as an advocate between FRC families and service providers in the community to provide school readiness opportunities.
- May educate families on developmentally appropriate learning activities.
- May promote/educate families on appropriate social/emotional development.
- 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.
- May 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.
- May provide short-term case management for parents seeking school readiness services.
- Possibility of carrying a small home visitation caseload implementing designated parenting curriculum (maximum of 3 families) with approval by Program Manager. May be supervised as necessary by Team Leader or Program Manager.

Supervision, Training (15%)

- Attend 1-2 hours a week of supervision with the FRC Coordinator, Team Leader, or Program Manager to discuss workshops, classes, events, data and review member's performance, trainings, member's hours, etc.
- Receive additional support and consult with supervisor through open door policy when necessary.
- May attend community trainings related to: Child Development, Special Needs, Literacy, etc...
- 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 Corporation for National and Community Service CNCS prohibited activities.

Outreach/Volunteer Generation (7%)

- Seek out and participate in outreach, referrals, and volunteer generation.
- Familiarize with local government and community.
- Participate in community meetings as appropriate.

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- Build relationships and capacity within the community and school districts.
- Coordinate volunteers that assist at the FRC.

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.
- Model strength-based program values while facilitating playcare.
- Develop and implement age appropriate daily playcare activities.
- Staff playcare/youth activities as scheduled and alert the FRC Coordinator when assistance is needed.
- 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 and/or behavior that the Home Visitor, Team Leader, and Multi-Disciplinary Resource Team (MRT) should know.
- Facilitate and engage in age appropriate learning opportunities for children/youth in a structured environment which focuses on developmental domains.

Marginal Functions:

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.
- Be knowledgeable of and provide parents with resources for families experiencing crisis.
- FRA may be trained by the Team Leader or Program Manager to carry a small home visitation case load, if applicable.
- Be temporarily assigned a B&B Classic 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:

- Birth & Beyond Families and Community
- FRC Coordinator
- Program Manager
- Team Leaders
- FRC Staff
- Host organization staff
- Multi-Disciplinary Resource Team Staff
- Child Protective Services
- SCOE
- School Districts
- Local Black Child Legacy Campaign Incubator(s); and their Multi-Disciplinary partners

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- Mental Health agencies or providers
- Various Community Service Agencies
- Child Abuse Prevention Center Staff

Knowledge, Skills, Abilities and willingness to learn:

- Extend acceptance to all, despite previous experiences, personal judgements and bias.
- Be open to learn and allow self-growth.
- Must be able to read, write, speak and understand the English language.
- Competent computer skills are a plus; flexibility to learn computer skills necessary for virtual services as directed by host site supervisor.
- Ability to arrive punctually to service site and AmeriCorps activities.
- Work with diverse workgroups and teams.
- Reflect those who reside in the identified service neighborhoods identified in contract with Sacramento County
- Serve families with diverse economic, social, racial, and cultural backgrounds.
- Knowledgeable about local community resources.
- 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.
- Knowledgeable of and ability to apply conflict resolution strategies
- Skill to maintain a professional, confidential work environment.
- 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.
- Knowledge or experience in child development, and/or social services in community settings with families preferred.
- Serve evenings and weekends, as required.
- Communicate clearly both orally and in writing.
- Communicate professionally & effectively.
- Experience in social services in community settings with families preferred.
- Ability to cope and manage stressful situations.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.
- Must be able to lift & carry minimum of 20 lbs.
- 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, Truescreen and Fieldprint.
- Must possess a high school diploma or GED.
- Must possess a valid California Driver's license, reliable transportation and auto insurance.
- Travel between sites and to offsite events.

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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.

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by California Volunteers to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member’s standard service hours or in place of their standard service duties.

This Position is a:

1700 Hour Commitment

900 Hour Commitment

Applicant’s Name

Supervisor’s Name

Applicant’s Signature

Supervisor’s Signature

Date

Date