

Parenting Groups Assistant/Driver
JOB DESCRIPTION

SUMMARY

Family SkillBuilders has been serving families in various Oregon counties since 2002. We are committed to building strong families through relationally based parenting consultation and strengthening community and natural supports. We believe using a hands-on, customized, home-based model empowers parents with the skills they need. We achieve this by providing support that assumes all children, parents, and families have intrinsic and unconditional value that warrants support that is culturally responsive, trauma-informed, and strengths-based.

All persons of every race, ethnic background, spiritual belief, economic status, gender identity, sexual orientation, age, or personal ability are equally affirmed into membership, leadership, and employment at Family SkillBuilders and are joyfully welcomed.

The Parenting Groups Assistant position is an entry-level position for a candidate seeking an opening in family services or social work with an experienced provider. This position offers paid training, exceptional peer and supervisory support, minimal reporting requirements, and the opportunity to grow into a full-time position.

Salary range: Part time to start, guaranteed 20 hours a week, \$16 – 18/hour

Reports to: Groups Program Supervisor / ***# Direct Reports:*** None

Job Hours and Location: T/TH 7-8 hours, may vary between 8:00 AM-7:00 PM plus a few hours a week for communication with foster providers and team members and monthly agency meetings. Your primary office will be your home and your work locations will vary depending on the families we serve – primarily Multnomah County. Our main office is in Clackamas County and will be fully accessible to you.

Benefits

- Collaborative team environment with strong supports for continuous training and learning
- Medical insurance – 50% paid by company (upon meeting eligibility)
- Weekend pay differential
- Cell phone and laptop provided on loan
- Gas reimbursement plan when driving personal vehicle
- Professional development training

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Coordinate and transport 3-5 children from their foster home to a Family Time Session at various locations
- Assist Family Time facilitators as needed, while parents and children participate in supervised visitation. This may involve providing hands-on parent training, setting up activities, clean up, and running unexpected errands during this time.
- Coordinate, shop for, deliver, and prepare simple snacks and meals for the families present.
- Transport children back to their foster homes using our company vehicle.
- Communicate with the foster parents and coordinate daily driving schedule.
- Provide transportation communication to supervisor.
- Inspect vehicle and report issues and concerns.
- May arrange needed vehicle maintenance and repairs.
- Attend monthly mandatory meetings and staff retreats.
- Complete training toward professional growth.

REQUIREMENTS

The issue of child safety and family restoration, and the work at FSB, is often emotionally challenging. You will hear many stories related to trauma, violence, and neglect and be exposed to cultural and socio-economic diversity and disparities on a regular basis. You will also be exposed to the resilience and positive outcomes that occur when working with children, families, and professionals in a supportive, trauma-informed environment.

Minimum Requirements

- Must provide a calm and trauma-informed environment while transporting children.

- Must be able to stay positive and provide support to children experiencing emotional dysregulation.
- Must be organized and have good people skills.
- Must have a good driving record and be at least 21 years old/
- Must be comfortable and knowledgeable about car seats and installation (training provided).
- Must have internet access and ability to check once daily. Laptop and phone are provided on loan.

Preferred:

- Bilingual or multilingual

The above is intended to describe the general content of and requirements for the performance of this job. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The principal duties and responsibilities enumerated are all essential job functions except for those that begin with the word "may". If unable to demonstrate these abilities, all reasonable accommodations will be made, in compliance with the Americans with Disabilities Act and any other applicable Federal and Oregon law.