



Job description

Parenting Groups Assistant

PLEASE NOTE: Candidates seeking an advanced position in social services, please review our Parenting Consultant position.

Are you seeking an established agency where you can begin or advance your social services career? Bring your skills and experience and watch as you effect positive change for Oregon families. Family SkillBuilders has been serving parents and children for 20 years with proven educational programs. 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.

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.

Our clients come from diverse backgrounds. We value our staff who come to us with a variety of backgrounds and experiences, each adding to the strength we have together and our ability to make a difference for the families we serve. Family SkillBuilders does not discriminate against any employee or applicant based on race, color, national origin, gender, gender identity, sexual orientation, age, religion, disability, protected veteran status, or any other characteristics protected by law. We strongly encourage people of color to apply to this position.

Job Description:

- Coordinate and transport 3-5 children to and from their foster homes to a Family Time Session at various locations using agency minivans.

- 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.
- 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.

Job Hours and Location:

Our current need is for T/TH 7-8 hours. However, we may be moving to a 4-half-day schedule soon, depending on staff input. 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.

Qualifications:

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.

Essential:

- 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 or similar and phone are provided on loan.

Preferred:

- Bilingual or multilingual

Benefits:

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

Job Type: Part-time (20 hours/week)

Pay: \$16.00 – \$18.00 per hour, DOE and language

COVID-19 considerations:

We provide masks and other PPE to all staff for personal use as well as the children and parents we serve, upon need or request. Work with families is done following ODHS and state COVID guidelines.