



Job Description: Parent Advocate/ Family Support Services (FSS)

Position Title: Parent Advocate/Family Support Services (FSS)
OMH Waiver Program

Reporting Relationships:
Reports to the ICC and/or Program Director

General Summary of Duties:
The Parent Advocate provides unconditional, non-judgmental support to assigned parents participating with HCBS Waiver. The Parent Advocate monitors the family satisfaction of waiver services by having minimally weekly contact with families.

- Essential Responsibilities or Functions of the Position:**
1. Provide weekly parent support to assigned participating waiver parents through home visits, outings, and/or telephone contact.
 2. Be responsive to calls from families who express concerns/complaints.
 3. Participate in activities, service plan meetings, etc., as requested by families and/or ICC.
 4. Complete all necessary paperwork in a timely manner in accordance with policies and procedures.
 5. Participate, when requested, on initial intakes/contacts with referred families.
 6. When requested, maintain regular contact with families on waiting list.
 7. Must complete mandated OMH training requirements.
 8. Must possess a valid/clear driver's license and dependable vehicle, and provide transportation utilizing your own vehicle, to activities as indicated within the service plan.
 9. Attend trainings/workshops as requested by Program Director.

Typical Working Conditions:
Exposure category #1 (OSHA Blood borne Pathogens).

Typical Physical Demands:
Requires some sitting, standing, walking, bending, lifting up to 50 pounds, and physical interventions. Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, photocopier, telephone and other office equipment. Requires legible handwriting for written documentation on a daily basis. Requires normal range of hearing and eyesight to record, prepare and communicate reports and to drive agency vehicles.

Knowledge, Skill and Abilities:

Knowledge of agency policies and procedures. Knowledge of OMH regulations and practices. Knowledge of computer systems and applications. Skill in gathering interpreting, and reporting information. Skill in written and verbal communication. Ability to exercise initiative, problem-solving, and decision-making. Requires the ability to actively participate in recreational activities approved by program.

Education and Experience:

Must have completed 15 hours of training in Advocacy, creating support groups, educational advocacy, group facilitation skills, parent skill building, sibling issues/support groups; use self advocacy or an approved alternative. Complete training in individualized care model. Must have High School Diploma or GED, must be at least 18 years of age, experience working with children (preference given to those who have experience working with children with special needs. Must be a parent or caregiver of a child with a history of emotional or behavioral problems. Be supervised by an individual who meets the criteria “qualified mental health staff person” found in 14NYCRR594 or 14NYCRR595 of the OMH regulations.

Background Check:

Must meet the requirements of the School Age Care, Day Care, and/or Mental Health Regulations regarding a State Central Register Clearance regarding history of abuse/maltreatment of children and Criminal History Review for criminal convictions.

To Apply:

- Complete our online application www.pathwaysforyou.org
- Submit your resume/letter of interest explaining how you meet the requirements to hr@pathwayforyou.org

Contact Person:

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