

Mental Health America of Northeast Indiana

Job Description

Position Title: Parent Facilitator
Reports to: Director of Community Services
Status: Hourly, Part-time

GENERAL PURPOSE

The Parent Facilitator (PF) is an integral part of the Parent Café process. The Parent Café program is specifically designed to support parents of children involved in the mental health system, targeting families at or below 250% of the federal poverty line. The PF acts as Table Host, supporting parents, redirecting participants' discussions as needed, and assisting the Parent Café Coordinator in ensuring fidelity to the Parent Café model.

The PF is a peer to participants, ideally a parent who has lived experience of supporting a child with a mental health condition or disability. This helps the PF connect to parents on a deeper level and provide stronger support and guidance.

The PF may assist the Parent Café Coordinator in outreach efforts, supporting parents, and hosting Parent Cafés in ten counties across Northeast Indiana.

ESSENTIAL DUTIES & RESPONSIBILITIES

The PF will be responsible for the following duties and tasks:

- Participate in trainings required to ensure fidelity to the Parent Café model
- Become familiar with Parent Café's five protective factors meant to strengthen families
- Participate in outreach and marketing efforts to recruit eligible families
- Assist the Parent Café Coordinator in preparing for Parent Cafés using the Parent Café curriculum and incorporate any additional information that has been deemed useful to participants, such as local resources, tools, and tips for self-care
- Engage parents and create a welcoming environment where each parent is comfortable to respond to the questions honestly with the expectation that they will be supported
- Weekly technical assistance meetings with Parent Café Coordinator

Other duties

- Attend organizational and/or departmental meetings as requested
- Perform other duties as assigned

QUALIFICATION REQUIREMENTS:

- Minimum of high school diploma or GED equivalent

- Have a child or be in an active parenting role, preference given to parents of a child who has utilized mental health services
- Ability to engage with parents using a strengths-based approach
- Excellent communication skills (written, verbal, and non-verbal) and ability to respect and interact with diverse persons
- Displays conflict resolution and cultural sensitivity skills
- Demonstrate strong work ethic, professionalism, respect, and ethical decision making
- Valid Indiana Driver's License and required minimum insurance coverage

PHYSICAL DEMANDS

While performing the duties of this position, employees are regularly required to sit; talk or hear, both in person and by telephone; and use hands to operate, handle or feel office equipment; and reach with hands and arms. Employees are frequently required to stand and walk and to occasionally lift up to twenty pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not construed as an exhaustive list of all job duties or specific tasks performed by the employees so assigned.

I understand and accept the responsibilities described above.

Employee Signature: _____ Date: _____

Director's Signature: _____ Date: _____