

PARENT AIDE

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Oneida County Department of Social Services. It involves the responsibility to work with families in which child abuse or neglect has been found with families at risk of abusive/neglectful behavior and to strengthen family relationships. The incumbent must be able to establish positive relationships with clients and, by example, teach appropriate parental responses as alternatives to abusive and neglectful behavior. This class of positions involves no professional casework or counseling activities, and employees in this class do not serve as a substitute parent, but rather work with the parents to assist them in becoming better parents. The work is performed under the general supervision of a Parent Aide Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Provides positive reinforcement and emotional support to parents who have abused or neglected their children or are at risk of abusing or neglecting their children;
Serves as a role model to teach appropriate parental responses as alternatives to abusive or neglectful behavior and when appropriate, confronts negative behavior;
Teaches basic living skills such as budgeting, nutrition and housekeeping and when appropriate performs "hands on" activities;
Attends utilization review meetings which bring service providers working with a family together to discuss their progress and to determine future parent aide activities required to improve family functioning;
Encourages clients to explore means of becoming more independent through employment, training or education;
Aids clients in scheduling activities so that they can keep appointments, fulfill obligations and become responsible individuals;
Assists clients to appropriately utilize community resources such as clinics, and public or private agencies providing services;
Provides or arranges for transportation;
Arranges for child care services;
Helps families locate and obtain more adequate housing;
Attends training sessions and staff meetings as determined by the department;
Maintains records and makes oral or written reports regarding service activities;
May be required to work varying hours because of the responsibility of being a stabilizing influence on the family.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of community resources and household management; ability to foster cooperation between adults and children in a hostile or neglectful family setting; ability to follow oral and written directions; ability to keep records and prepare single reports; ability to communicate effectively with staff members; ability to serve as an appropriate parent role model by demonstration of good personal habits.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Child Care, Education, Nursing, Human Service, Social Service, Business Administration, Secretarial Science or a closely related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** two (2) years of experience in a child day care center, child education field, community health or social services, business administration, secretarial science, or a closely related field; **OR**
- (C) Four (4) years of experience, as outlined in (B) above; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A), (B) and (C) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.