

PARENT ENGAGEMENT AND ADVOCACY SPECIALIST

JOB TITLE	Parent Engagement and Advocacy Specialist
REPORTS TO (title)	Training & Workforce Development Manager
DEPARTMENT NAME	Statewide
FTE	1.0/Full Time
FLSA	Exempt
PAY GRADE	13

OFSN strives to create a team of engaged employees who represent diverse backgrounds, languages, points of view and experiences. We understand that achieving equity is a continuous process, and we work to maintain the highest standards of ethics, transparency, and accountability.

OFSN is a family run organization that values those who have direct experience raising a child with significant mental, behavioral health challenges. OFSN gives preference to hiring individuals who have this direct experience.

PRIMARY PURPOSE

The role of the Parent Engagement and Advocacy Specialist is to serve as a lead convener for identified parent advisory councils, facilitating communication and collaboration with parents in support of advancing advocacy opportunities. The Parent Engagement and Advocacy Specialist develops and delivers both virtual and live training that supports parent engagement, skill building and advocacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Parent Advisory Council (40%)

- Presides over meetings, facilitating discussions, and representing the parent voices and experience to impact systems and policies designed to support families and youth.
- Establishes and maintains regular communication with PAC members.
- Develop and distribute meeting agendas, ensuring members are well-informed
- Serve as a bridge between family experiences and advocacy efforts to impact family and youth serving systems or statewide initiatives.
- Facilitate discussions and collaborate with other PAC's generate collaboration, ideas and solutions.
- Solicit and coordinate statewide leadership requests for parent input and gain insight through multiple engagement methods.

Parent Training and Engagement (40%)

- Use evidence based and best practices for curriculum development and training delivery.
- Positively engage with training participants and use appropriate cultural approaches in training delivery.
- Travel across the state, sometimes overnight, to provide training or participate in identified parent engagement meetings, events or programs.
- Communicate effectively with family members, community supporters, educators, staff and others to develop new and expanding partnerships that enhance parent engagement.
- Gain and maintain certification in national curriculum as assigned.

Parent Advocacy (20%)

- Support the planning and implementation of an annual Policy and Advocacy Academy for parents, including serving as a lead trainer and facilitator.
- Support families navigate complex systems, advocate for their rights, and used their lived experience to inform system leadership.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in statewide committees, task forces and commissions as assigned.
- Facilitate parent engagement strategies with a specific outcome that aligns with the family support practice or advocacy.
- Provide outreach or serve as a key contact to specific communities as assigned.
- Other duties as assigned or needed by the organization.

QUALIFICATIONS

- Bachelor’s degree in curriculum design, community organizing, or related field. Work experience may be substituted for degree.
- Must possess a strong community development foundation and proficiency in working in rural or marginalized communities.
- Excellent written and verbal communication skills, and ability to present and work with diverse audiences, specifically racial, ethnic, gender expression, socioeconomic, education, spiritual and alternative cultural backgrounds.
- Must be able to pass preemployment requirements, which includes a criminal and abuse background check.
- Ability to deliver complex curriculum to specific and general audiences.
- Must be able to work with multiple projects within tight timelines and deadlines.
- Demonstrate excellent organizational and time management skills and possess excellent presentation and facilitation skills.
- Proven ability to work independently and part of a team.
- Have reliable transportation, valid and current automobile insurance, and an insurable driving record, or access to reliable transportation.
- Comprehensive knowledge of, or ability to use, Microsoft Office (such as Word, Excel, PowerPoint), database, and electronic health record software, and virtual platforms (such as Zoom and Google Meets).

1. PHYSICAL DEMAND - Use the following to indicate the type, amount, and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.

A. The physical effort typically applied in this job includes (check all applicable boxes):

<input checked="" type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input checked="" type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 11b.				X
Between 1 & 5 lbs.		x		
Between 5 & 25 lbs.		x		
Between 25 & 60 lbs.				
More than 60 lbs.				

C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input checked="" type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Other (specify)		

2. MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is intermittent with checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input checked="" type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

3. WORKING CONDITIONS - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

<input type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input checked="" type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

4. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):

Compliance with general company standards while in office, traveling or in communities.
 Extensive travel and some overnight stays in Oregon will be required.

Some weekend and evenings will be required.
 Work schedules often vary and require flexibility based on organizational needs.
 May require remote or virtual work and training delivery.
 Requires regular and reliable attendance.

5. **SAFETY - While all employees are expected to comply with company attendance standards, specific practices as identified through job safety analysis (JSA) may be required. (JSA attached) Indicate below if compliance with the general company safety standards is acceptable, or if different standards apply (please be specific):**

Compliance with general company standards.
 Additional safety precautions apply, including communicating status of location, adhering to safety protocols for community-based work and emergency situations.

6. **EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements.**

<input type="checkbox"/>	Executive/Senior Level Managers (1.1)	<input type="checkbox"/>	First/Mid-Level Managers (1.2)	<input checked="" type="checkbox"/>	Professional (2)	<input type="checkbox"/>	Technician (3)
<input type="checkbox"/>	Sales (4)	<input type="checkbox"/>	Administrative Support Workers (5)	<input type="checkbox"/>	Craft Worker (6)	<input type="checkbox"/>	Operative (7)
<input type="checkbox"/>	Laborer (8)	<input type="checkbox"/>					

7. **SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Next Level of Management</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>