



Parent Partner Job Description General Duties and Responsibilities

Location: Contra Costa County, CA
Salary: Starting at \$25.00/hour + benefits
Schedule: Full-time; occasional evenings.

About the Role

This role is a Child Abuse Prevention Council position in partnership with Contra Costa County Children and Family Services. Parent Partners are parents who have successfully navigated the Child Welfare system and demonstrated family stability. They serve as mentors, advocates, and trainers to support families currently involved with Children and Family Services. Parent Partners bring empathy, understanding, and a collaborative spirit to help parents achieve positive outcomes. This role requires strong interpersonal skills, the ability to maintain confidentiality, and a commitment to empowering families. Parent Partners will represent the parents' voice in meetings, provide advocacy and support, and participate in training and community engagement activities.

Key Responsibilities

- **Advocacy & Support:**
 - Mentor parents involved in Child Welfare, encourage positive behaviors, and celebrate successes.
 - Provide referrals and connect families to community resources.
 - Document all contacts and interactions accurately and in a timely manner.
 - **Meetings & Representation:**
 - Attend court hearings, Safety Plan Meetings, Child and Family Team (CFT) meetings, and other required appointments.
 - Represent parents' perspectives on committees, workgroups, and panels.
 - **Training & Education:**
 - Participate in training sessions for parents and professionals, including Navigation Orientation and New Worker Training.
 - Share personal experiences to enhance learning and understanding.
 - **Administrative Duties:**
 - Complete calendars, timesheets, reports, and other paperwork accurately and on time.
 - Maintain communication with supervisors and attend regular supervision meetings.
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Qualifications

- **Experience:** Must be a parent with prior involvement in the Child Welfare system.
- **Case Status:** Your case must have been closed for at least one year, and have two years or more of sobriety and maintained family stability.



- **Education:** High school diploma or GED required.
- **Skills:**
 - Strong communication and interpersonal skills
 - Ability to maintain confidentiality and professional boundaries
 - Basic computer skills (Word proficiency)
 - Bilingual Spanish (preferred, not required)
- **Other Requirements:**
 - Valid driver's license, car insurance, and reliable transportation

Preferred Qualities

- Positive attitude and willingness to help others
- Dependability, empathy, and respect
- Ability to work collaboratively with families, staff, and community partners

Equal Opportunity Employer Statement:

Child Abuse Prevention Council is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Candidates of all nationalities, ethnicities, languages, genders, and backgrounds are encouraged to apply.

Join us in making a difference for families in our community!

To apply, please submit your resume and a brief statement about your experience with the Child Welfare system to Carol Carrillo at info@capc-coco.org.