

## **CISS Foster PPE Job Description**

### **Position: Foster/Resource Parent Peer Partner Educator**

Total Hours per Week: Minimum of 5, Maximum of 20

Supervisors: Angelina McCormick Soll (Foster VC Kids-case related) & Edith Wysinger (CISS-administrative)

#### Job Duties

- PPEs attend monthly training and supervision meetings and 1:1 supervision, as needed.
- PPEs will meet face to face with newly licensed/approved families within two weeks of receipt of their approval and within one week of their first placement (if the two are more than one month apart).
- PPEs will facilitate a foster/resource parent support group to increase foster/resource parent networking, engagement, and education.
- PPE will contact mentees once/week via phone during the first year of fostering
- PPE to provide contact notes that thoroughly document: topic of discussion, specific recommendations made by PPE, specific referrals provided to foster/resource parent.
- PPE will provide referrals to community based resources to mentees.
- PPE will send periodic emails to assigned mentees about upcoming training, resources, and agency activities.
- PPE will encourage foster/resource parents to attend agency activities, foster parent association meetings, networking groups, and conferences.
- PPEs will share responsibility in participating in QPI committee and other committees to address system improvement.
- PPEs will share responsibility in participating in recruitment activities and panels.
- PPEs to share responsibility in attending specific sessions of pre-service training, as requested.
- PPEs will liaison with county RDS caregiver support and placement teams to consult on cases and provide support in identify homes for children.
- PPEs may attend CFTs or other team meetings with mentees for additional support.

#### Required Skills:

- Actively fostered for at least 2 years and have had at least two foster placements.
- In good standing with the agency, which includes: no substantiated or inconclusive licensing/abuse allegations.
- Basic computer skills, including navigating the internet, sending emails, and creating/completing simple documents.
- Good communication skills
- Positive and solution-focused attitude

- Ability to drive
- Willingness to evenings and weekends to assigned mentees, as needed
- Willingness to meet families in their homes and communities
- Willingness to support co-parenting, agency teaming, and solution focused problem solving
- Ability to attend 2 hour monthly evening meetings/training with program liaison/coordinator for training and supervision
- Willingness to partner positively with county and provide feedback as to foster/resource parent needs, trends, agency challenges, and other issues identified through contacts with foster parents
- Willingness to participate in agency committees, initiatives, conferences, and trainings.
- Ability to maintain confidentiality and sign confidentiality agreement.
- Ability to maintain professional boundaries
- Willingness to complete all training requirements
- Comply with all CISS employee policies and procedures.