



**New Directions[®]
Northwest Inc.**

Administrative Office
(541) 523-7400
Fax: (541) 523-4927
2100 Main Street, P.O. Box 1005
Baker City, OR 97814
www.newdirectionsnw.org

Chief Executive Officer: Shari Selander

New Directions for Positive Changes....

"Specializing in helping people with Alcohol, Drug, and Gambling Addictions, Mental Health, Developmental Disabilities and Prevention."

POSITION DESCRIPTION

Name: Employment Status: **20 hours per week**

Program: **New Directions Behavioral Health and Wellness** Exempt/Non-Exempt: **Non Exempt**

Class Title: **Family Partner** Effective Date: 2018

General Purpose: Provides peer support to parents served by the program and assists them to successfully engage in the wraparound process and staff by using personal and professional life experiences. They will demonstrate unconditional acceptance and support families and family vice throughout the wraparound process.

Supervision Received: Supervised by Program Director and works closely with Wraparound Care Coordinator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilizing personal or shared life experience provide peer support to the parents and direct caregivers of a child, youth or young adult in transition served by the program.
 - Provide parents and direct caregivers with information about the agency and the wraparound process and procedures, including the Family Partner role to assist them to successfully engage.
 - Learn the family's story culture, strengths and concerns.
 - Participate in Child and Family Team (CFT) meetings to ensure access, voice and choice within the wraparound process and to support the parent/caregiver's connection to the CFT members, as necessary.
 - Serve as a bridge to ensure that family and providers understand each other's perspective and information.
 - Provide a consistent source of encouragement and hope.
 - Provide non-judgmental, unconditional support to the parents and caregivers.
 - Serve as consultant to parents and caregivers throughout the wraparound process, on an as needed basis.
 - Model effective coping techniques for parents and caregivers.
 - Participate in providing a variety of support services for parents/caregivers (e.g. support groups, family activities recognition events)
- Providing a parent or family member's perspective in agency service support structures.
 - Provide consultation and training to staff regarding a parent's perspective and lessons learned from life experiences.
 - Participate in CFT's to observe and support team skill development and provide coaching of staff.

Residential Intake Coordinator:
(541) 406-4999 Fax: 541-523-9237

Baker House Adult Residential
(541) 523-6581 Fax: (541) 523-9237

Elkhorn Adolescent Residential
(541) 523-8320 Fax: (541) 523-8325

Recovery Village Women & Children Residential
(541) 523-4049 Fax 541-523-4062

New Directions Program at Powder River Correctional Facility
(541) 523-9894 Fax: 541-523-8067

New Directions Behavioral Health and Wellness
(541) 523-3646 Fax: (541) 523-7602

Prevention Programs:
Substance Abuse
Mental Health Promotion and Prevention

Developmental Disabilities
(541) 523-8366 Fax: 541-523-4927

We are an equal opportunity provider and employer.

- Participate in staffing's and trainings and other meetings as assigned.
- Fulfill all documentation requirements; incident reports and progress notes
- Other responsibilities as assigned to support specific department/ business needs.
- Respects and honors individuals' being served rights and responsibilities and demonstrates professional boundaries and ethics.
- Positive peer values that include non-hierarchy and mutuality when appropriate.
- Adheres to mandatory abuse reporting laws and HIPAA requirements.
- Acts as a positive role model for individuals being served, showing a recovery and healthful lifestyle orientation.

PERIPHERAL DUTIES

Other duties as assigned.

DESIRED MINIMUM REQUIREMENTS

Must pass Oregon's criminal history check, must either have or be willing to attain Certification as Traditional Health Worker within 3 months of hire and have a valid Oregon driver's license.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and must be over the age of 28. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education and/ or Experience

- High School Graduate; some college preferred, and up to 3 months of experience.
- Be able to articulate the experience and perspective of a parent/ caregiver or relative of a child with complex needs involving mental health, child protective, or probation services. This ability is typically acquired as the primary caregiver of a child with complex needs.

Language Skills

- Ability to read and comprehend instructions, short correspondence and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.

TOOLS AND EQUIPMENT USED

Computer, telephone, copy machine, facsimile, TV, DVD/VCR.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with and fully utilize their hands and arms. The employee is frequently required to stand, walk, talk and hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Residential Intake Coordinator:
(541) 406-4999

Baker House Adult Residential
(541) 523-6581

Elkhorn Adolescent Residential
(541) 523-8320

Recovery Village Women &
Children Residential
(541) 523-523-4049

New Directions Program at
Powder River
(541) 523-9894

New Directions Behavioral Health
and Wellness
(541) 523-3646

Prevention Programs: (541) 523-7400
Substance Abuse
Mental Health Promotion and Prevention

Developmental Disabilities
(541) 523-8366

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Appointments may be at the office, home or community setting. The noise level in the work environment is usual moderate.

This position requires the employee to dress in a professional manner that meets the standards for professional employees in Baker County.

Will you be able to perform the essential functions of this job, with or without reasonable accommodation?
_____ Yes _____ No

If no, please describe any accommodation needed: _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND THE EMPLOYEE, AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

Employee's Signature

Supervisor's Signature

Residential Intake Coordinator:
(541) 406-4999

Baker House Adult Residential
(541) 523-6581

Elkhorn Adolescent Residential
(541) 523-8320

**Recovery Village Women &
Children Residential**
(541) 523-523-4049

**New Directions Program at
Powder River**
(541) 523-9894

**New Directions Behavioral Health
and Wellness**
(541) 523-3646

Prevention Programs: (541) 523-7400
Substance Abuse
Mental Health Promotion and Prevention

Developmental Disabilities
(541) 523-8366