

## Job Description

### WISe Family Partner



**JOB TITLE:** WISe Family Partner  
**DEPARTMENT:** Behavioral Health Program  
**REPORTS TO:** WISe Supervisor  
**SUPERVISES:** N/A  
**STATUS:** 20 hours per week, part-time  
**FLSA:** Non-exempt  
**WORK SCHEDULE:** Monday through Friday, including some evenings and occasional weekends

### **PURPOSE**

The Family Partner is a formal member of the WISe team, whose role is to serve the family and help them engage and actively participate on the team and make informed decisions that drive the WISe process. Family Partners have a strong connection to the community and are very knowledgeable about resources, services, and supports for families. The Family Partner’s personal experience raising a youth with emotional, behavioral, or mental health needs is critical to earning the respect of families and establishing a trusting relationship that is valued by the family.

### **JOB DUTIES**

1. Collaborate with Care Coordinator, Clinician, and Youth Partner to provide Wraparound with Intensive Services (WISe).
2. Collaborates with the Care Coordinator to establish the trust and mutual respect necessary for the team (including the family) to function well.
3. Provide peer support services to caregivers of youth enrolled in WISe services.
4. Serve as a role model to WISe youth and other family members, and participate in Child and Family Team activities.
5. Ensure each family is heard and their individual needs are being addressed and met.
6. Communicate and educate agency staff on the importance of family voice and choice and other key aspects of family driven care.
7. Assist with intensive care coordination services for clients and families consisting of individual, group, family counseling, crisis intervention, and case management services.
8. Assist with creating the Plan of Care for the family, the team, and the work to be undertaken to meet the family’s needs.
9. Provide mobile crisis outreach services and participate in the provision of crisis response in relation to their current crisis plan and respond to destabilizing events.
10. Provide crisis stabilization by reducing or eliminating immediate stressors and provide counseling to assist in de-escalating behaviors and interactions.
11. Complete all required progress notes in the electronic medical record according to ASC guidelines, policies and procedures regarding format, content and timeliness.
12. Perform other duties as assigned by the WISe Supervisor.

### **QUALIFICATIONS**

- A biological/adoptive/step parent, kin or other “forever” person in the parent role – who has been the primary caregiver of a youth with emotional or behavioral challenges.
- Willing to use their own lived experiences to provide hope and peer support to other families experiencing similar challenges.
- Washington State Peer Specialist Certification required within 60 days of start date.

- Committed to ensuring that other parents have a voice in the youth’s care and are active participants in the WISe process.
- Able to engage and collaborate with people from diverse backgrounds.
- Able to maintain a non-judgmental attitude towards youth, families and professionals. Ability to maintain a stance of appreciation and acceptance of parents, including their choices.
- Demonstrate leadership experience and diplomacy in resolving conflicts and integrating divergent perspectives.
- Have knowledge of community resources and supports.
- Must be able to exercise discretion and independent judgment in all areas of job performance including adherence to appropriate professional boundaries, ethics, accountability and strict confidentiality practices regarding client activities and documentation.
- Computer proficiency to document in electronic medical record.
- Must be able to pass a background check.
- Demonstrated ability to promoting teamwork and collaboration, quality performance standards, professionalism and integrity to ensure high quality programs and that services meet and exceed contract agreements
- Demonstrated track record in the learning and development of others and him/herself
- Demonstrated ability to openly, honestly, consistently, and accurately communicate information to others in a manner that is respectful of various backgrounds (e.g. cultural, educational, religious, racial) creating two-way feedback channels and open dialogue. Able to take time to listen and understand the entire situation, and constructively address issues
- Ability to identify and understand the broader contexts of a situation
- Demonstrated ability to foster an environment of accountability and continuous improvement throughout the Program.

**WORKING CONDITIONS**

- Must be able to access clients at all locations served by ASC and places frequented by clients.
- Position requires driving your own vehicle whenever necessary to meet program needs. Valid WA state driver license and car insurance is required per state law.
- Position requires working a schedule which includes some evenings.
- Able to sit for long periods, bending, stooping, and/or frequent walking.
- Able to lift up to **30** pounds

**DISCLAIMER**

This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.

“I have reviewed the job description above and accept all duties and responsibilities.”	
Employee Name _____	
Employee Signature _____	Date Signed _____.

**APPROVED BY:**

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*Signature*

Darci Freeman, Program Manager

*Date Signed*

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*Signature*

Someireh Amirfaiz, Executive Director

*Date Signed*