

# Bastrop County Cares

Scope of work Description

**Job Title: Parent Ambassador - 2 positions to fill**

**Position: Non-exempt**

**Stipend: Monthly-\$500**

**Hours Per Week: 10 hours per week/40 hours per month**

**Reports to: Andy Esquivel, Family Resources Coordinator**

**Resumes sent to: [andy@bastropcares.org](mailto:andy@bastropcares.org)**

## **Job Requirements and Qualifications:**

- High School Diploma
- Experience working with community groups and public, private, and governmental agencies
- Two years of experience in family/community engagement

## **Key Activities of the position:**

- Liaison with Bastrop County Cares staff and parents about programs/initiatives using a warm hand off method to new home visiting staff/committee members.
- Have a presence in and maintain an online community presence as much as possible.
- Perform an active role in the Early Childhood Coalition by encouraging other parent voices in the community to participate in all ECC meetings, **leading Parent Cafes/Parent Village meetings**, in your assigned precinct.
- Inform immediate supervisor of needed class materials and outreach materials.
- Connect parents to the Family Empowerment Resource Center for needed resources and empowerment classes.
- Provide community outreach, interact with parents and children in community settings and attend community meetings/events targeting families and children in the community as well.
- Ensure that the needs of children and families from different racial, cultural and religious communities are identified and to help provide equality of opportunity in the services.
- To provide detailed information and records of all services provided to parents and families.
- Fulfill all other duties and responsibilities as assigned by the immediate supervisor.

### **Ethical Behaviors and Guiding Principles of the Organization:**

- We show a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- We always demonstrate ethical behavior and business practices, and ensure that your own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- We establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- We speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- We look for opportunities to improve the operations of the organization.
- We work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- We seek to positively influence others to achieve results that are in the best interest of the organization.
- We assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- We determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- We assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- We think strategically by assessing options and actions based on trends and conditions in the environment, and the vision and values of the organization.
- We seek first to understand before asking to be understood.