



## Job Description

**Position Title:** Parent Mentor  
**Program/Department:** Family Recovery Program  
**Position Location:** 301 N. Gay Street/1209 N. Rose Street  
Baltimore, Maryland  
**Reports To:** Program Supervisor/Office Manager  
**FLSA Status:** Non-Exempt

*The Family Recovery Program, Inc.* was originally created in August 2005, by private philanthropic partners including the Abell Foundation, the Baltimore Community Foundation and the Annie E. Casey Foundation, along with the Maryland State Departments of Budget and Management, Human Resources and the Governor's Office of Children, joined with the Safe and Sound Campaign and the Family League of Baltimore City. This nationally recognized program provides parents with the substance abuse treatment they need and a full range of supportive services, including mental health care, transportation, housing assistance and case management support. Services are tailored to meet the needs of parents who are often in crisis and unable to move forward without intensive, ongoing help.

The Family Recovery Program's goal is to reduce the time target children spend in out-of-home placements by providing intensive substance abuse treatment services and judicial oversight administered by the Juvenile Court of Baltimore City to the parents of the children. The Family Recovery Program is able to achieve its goal because successful parents who maintain sobriety are more likely to be reunified with their children. The children of unsuccessful parents are more likely to enter into alternative permanent placements (e.g. Adoption or Custody and Guardianship).

The Family Recovery Program was designed to put the principles of the Maryland Opportunity Compact into action by:

- Reducing children's length of stay in foster care;
- Saving state resources through reduced lengths of stay;
- Using the resulting savings to sustain the effort and, as they accumulate, to expand effective programs and opportunities for young children and their families that prevent them from future engagement with the foster care system.

The Family Recovery Program's mission is, "At FRP, we S.E.E. our families." (Strengthen. Engage. Equip). We **strengthen** our parents by providing them with safe and intensive services. We **engage** our parents in a holistic array of services matched to meet the needs of their family. We **equip** our parents with lifelong strategies assisting them in becoming self-reliant as they embark in a drug and alcohol-free lifestyle.

The vision of FRP is as follows:

**Investing in families to build thriving communities**

The Parent Mentor will work with the Family Recovery Program, the family dependency treatment court of Baltimore City, to provide support to the FRP staff. The Parent Mentor,

as an individual serving on the behalf of The Family Recovery Program, Inc., shall help lead the City's efforts to:

- Provide immediate access to drug and alcohol treatment services to mothers and fathers of drug affected children;
- Provide a critical role in enabling drug affected children to be placed in safe and sober living arrangements; and
- Maintain data collecting strategies that allow the City and State to realize program efficiency.

### **Essential Duties and Responsibilities of the FRP Parent Mentor**

The *FRP Parent Mentor* is responsible for supporting the staff and parents of the Family Recovery Program by (not an exclusive list):

- Assisting parents with acquiring personal documents such as a Maryland State ID, social security card, birth certificates, and medical assistance cards;
- Providing peer led support in the following groups:
  - Relapse Prevention groups
  - Alumni Meetings
  - Recovery groups (Helping Women Recover/Helping Men Recover)
  - Sober living groups and activities
- Attending Child In Need of Assistance (CINA) hearings to support parents in their reunification process;
- Providing matched referrals and link parents to appropriate resources to help with healthy parenting and decreasing their involvement with the criminal justice system;
- Assisting with the set-up of FRP graduations;
- Assisting with the set-up of other FRP/Sage events, as needed;
- Entering all notes reflecting involvement with the parents in the program's database system, Penelope, under the PIRT service file;
- Entering attendance of parents at FRP support groups, sober living groups and activities in Penelope in the appropriate service files;
- Accompanying parents to appointments as needed;
- Providing peer support and mentoring to clients;
- Attending monthly FRP huddles;
- Attending annual Ethics training;
- Attending all other FRP trainings, as required;
- Maintaining CPRS certification;
- Maintaining CPR certification;
- Maintaining program and parent confidentiality;
- Any additional duties as needed by the Executive Director/Program Supervisor.

### **Principal Interactions**

The FRP Parent Mentor works directly with the parents of the Family Recovery Program in identifying their needs as they make efforts to become abstinent from illicit substances and be reunified with their children. The FRP Parent Mentor routinely works with the parents' FRP case managers, DSS case workers, and attorneys. The FRP Parent Mentor must utilize their expertise as a peer recovery specialist to navigate the parents to recovery.

As a result, excellent interpersonal, communication, and presentation skills are essential to this position.

### **Knowledge, Education and Experience**

The FRP Parent Mentor shall have:

- Successfully completed the Recovery Coach Academy Course through Connecticut Community for Addiction Recovery (CCAR);
- At minimum of 6 months providing direct peer services in public health, community service, or related work;
- Experience with web-based applications and familiarity with all office computer programs;
- Interest in, and knowledge of, evidenced based treatment and mental health assessment tools;
- Knowledge and understanding of the ASFA concept and timelines;
- Excellent written, verbal, analytical and organizational skills;
- Capacity to work with multiple agencies and treatment providers to provide a seamless continuum of treatment for deep-end populations;
- Commitment to working as a member of a team dedicated to serving deep-end populations;
- Demonstrated respect and concern for meeting the needs of Baltimore's most vulnerable children, youth and their families from an asset-based approach; and
- Track record of delivering results that improve the lives of children, youth and their families.

Preferably, a candidate for the FRP Parent Mentor position should have:

- Familiarity with Baltimore's child welfare system and social sector organizations that serve vulnerable children, youth, and their families;
- Experience working in City and State substance abuse tracking systems (e.g. SMART, Penelope, etc.);
- Experience working with multiple forms of media to engage hard-to-reach populations; and
- Experience working with evaluation and research tools to demonstrate results.

### **Level of Authority**

The FRP Parent Mentor:

- is a non-supervisory position;
- does not have direct budgetary authority.

### **FRP Merit Increases**

In order to be considered for any FRP raises, 90% of the following duties and responsibilities must be met and proof of your efforts must be presented at your annual evaluation:

- Assisted parents with acquiring personal documents such as a Maryland State ID, social security card, birth certificates, and medical assistance cards;

- Provided peer led support in the following groups:
  - Relapse Prevention groups
  - Alumni Meetings
  - Recovery groups (Helping Women Recover/Helping Men Recover)
  - Sober living groups and activities
- Attended Child In Need of Assistance (CINA) hearings to support parents in their reunification process;
- Provided matched referrals and link parents to appropriate resources to help with healthy parenting and decreasing their involvement with the criminal justice system;
- Assisted with the set-up of FRP graduations;
- Assisted with the set-up of other FRP/Sage events, as needed;
- Entered all notes reflecting involvement with the parents in the program's database system, Penelope, under the PIRT service file;
- Entered attendance of parents at FRP support groups, sober living groups and activities in Penelope in the appropriate service files;
- Accompanied parents to appointments as needed;
- Provided peer support and mentoring to clients;
- Attended 75% of monthly FRP huddles;
- Attended annual Ethics training;
- Attended 75% of all other FRP trainings, as required;
- Current CPRS certification;
- Current CPR certification.

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Employee Signature

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Date