**REDWOOD COMMUNITY ACTION AGENCY**

**Family Services Division**

**THERAPEUTIC FAMILY AIDE**

**POSITION PURPOSE**

Under the general direction of the Family Services Division Director and the direct supervision of the Program Manager, the Therapeutic Children’s Aide works in tandem with a Therapeutic Family Case Manager as part of an Aftercare Services Team responsible for providing comprehensive in-home supportive services for families with histories of chronic homelessness.

**ESSENTIAL JOB FUNCTIONS**

The Therapeutic Family Aide provides educational and enriching activities designed to assist the cognitive, physical, social, and emotional needs and development of formerly homeless families within their homes, outdoor environs, and social locations in the community.

Specific Tasks:

* Provides strengths-based support and interventions to families and children through therapeutic recreational and educational activities.
* Functions as a positive role model for children of all ages.
* Teaches and assists children and family members to increase independent daily living skills, pro-social behaviors and support clients to reduce maladaptive coping skills and behaviors.
* Supports healthy, positive relationships and attachments between parents and children through incidental teaching opportunities, positive reinforcement and behavioral interventions.
* Organizes and facilitates monthly playgroups to promote the socialization needs of children.
* Maintains accurate clinical documentation regarding client function and progress toward treatment goals, in compliance with Federal, State, and local regulations.
* Participates in staff trainings, meetings and in-service opportunities as directed.
* Performs job-related errands and tasks in the community; other duties as assigned.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Issues of homelessness, poverty, addiction, treatment and recovery.
* General understanding of utilizing a Harm Reduction Model in service implementation.
* Basic networked computer skills.
* Group dynamics and facilitation.
* Utilization of local community resources and services for individualized client needs.

Ability To:

* Work effectively under pressure, with an ability to manage multiple client appointments and draft timely case notes.
* Work independently and with minimal supervision in client’s homes and community spaces.
* Work well in team approach and collaborate effectively with other agencies and provider teams.
* Build therapeutic rapport with individuals of various cultures, ethnicities, viewpoints, life experiences, socioeconomic status and methods of communication.
* Establish and maintain cooperative and effective relationships with agency staff, funding source representatives and the local service provider sector.
* Communicate effectively in written, electronic and oral forms.
* Read, write, speak, and understand the English language
* Must be able to work flexible hours that may include evenings and weekends.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**MINIMUM QUALIFICATIONS**

* One year of experience with at-risk children and their families; or experience with multiple issues including homelessness, mental illness, domestic violence and substance use disorder.
* Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis.

**Preferred Qualifications**

* Candidates with an educational background in Child Development, Human Services, Teaching, Psychology, Sociology or a closely related field.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one.
* Valid First Aid and CPR certification or willingness/ability to become certified.
* Proof of required education (i.e. AA, BA, MSW, etc.).
* Personal telephone or other effective means of communication.

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

**EXECUTIVE DIRECTOR DATE**

**DIRECTOR OF HUMAN RESOURCES DATE**

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***

I have read, understand, and agree to perform the job functions as outlined above:

Print Name Signature Date