

JOB CODE:

**PEER AND FAMILY ASSISTANT II
(UNCLASSIFIED)**

DEFINITION

Under immediate supervision, provides peer counseling and linkages to services to assist in improving outcomes for the children and families the Department of Children's Services (DCS) serves; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the series. Incumbents will be members of the community who are or have been a foster parent or foster youth, and will be assigned more varied, responsible and complex duties requiring greater knowledge of community resources and greater familiarity with the child welfare system. Positions report to the Supervising Social Service Practitioner class.

Representation Unit: (Non Represented)

Example of Duties

Duties may include, but are not limited to the following:

1. Develop and provide outreach information to increase community awareness and education regarding new initiative and Departmental Programs by interacting with San Bernardino County residents, service providers and faith based organizations.
2. Develop an assistance and support system for current and prospective resource families or foster youth to aide them in accessing services provided by DCS, such as the licensing and adoption process, recruiting foster youth to participate in the Independent Living Program and preparing foster youth to successfully emancipate.
3. Conduct, attend, participate and provide feedback on trainings, orientations, meetings and other functions as appropriate.
4. Assist operational staff in assigned DCS regional offices with compiling and maintaining data/files, completing forms, assisting others with completing forms and operating a variety of office equipment.
5. Create and update flyers, resource manuals, newsletters or other publications.
6. Assist the program coordinator in planning, developing, organizing and publicizing DCS events.
7. Assist social workers with case management functions as needed.
8. May be required to travel and attend overnight events.
9. Provide vacation and temporary relief as necessary.

COUNTY OF SAN BERNARDINO
AL 2/5/08