

Bastrop County Cares

Scope of work Description (*Revised as of 07-26-2024*)

Job Title: Bilingual Parent Ambassador

Position: Non-exempt

Stipend: Monthly-\$500

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

Reports to: Andy Esquivel, Family Resources Manager and Dan Kleiner, Director of Child and Family Programs

Job Requirements and Qualifications:

- High School Diploma or equivalent
- Experience working with community groups and public, private, and governmental agencies
- Two years of experience in family/community engagement
- Translate and explain materials and resources from English to Spanish, ensuring accessibility for Spanish-speaking families
- Willingness and ability to travel within Bastrop County to attend meetings, events, and community settings

Key Activities of the position: (listed in order of importance to reflect the focus areas)

- Assist parents and families by providing information of services offered by Bastrop County Cares (BCC) and other agencies and organizations in Bastrop County
- Engage in community outreach, interact with parents and children in community settings, and attend community meetings and events
- Support equality of opportunity for the needs of children and families from different racial, cultural, and religious communities in Bastrop County
- Act as liaison between BCC staff and parents about programs and initiatives using a warm hand-off method to new home visiting staff/committee members
- Maintain an online community presence as a parent ambassador to share information, make connections, and gather feedback
- Encourage parents in the community (such as PTA presidents, youth directors, etc.) to participate in Early Childhood Coalition meetings
- Host Parent Cafes and Parent Village meetings in your assigned precinct
- Connect parents to the Family Empowerment Resource Center (FERC) for needed resources and classes
- 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.

Signature

Andres Esquivel, Jr.
Family Resource Center Manager

Print Name

Date

Date

Dan Kleiner
Director of Child and Family Programs

Date: