



— PARENT REPRESENTATIVES NEEDED —

The County of Prince Edward is now accepting citizen applications for a parent representative for both the Family Assessment and Planning Team (FAPT) and the Community Policy and Management Team (CPMT). The CPMT meets once a month (usually the 3rd Thursday) for about an hour. The FAPT meets once a month (usually the 3rd Monday) for several hours. The team is usually finished by 12:00. The CPMT is responsible for setting policy and authorizing the expenditure of funds, while the FAPT engages with parents regarding the need for services for their children and recommending services to the CPMT. The FAPT Parent Representative provides support to the family members before, during and after FAPT review and tracks family engagement issues that may arise during the FAPT meeting. The Parent Representative tends to the needs of the family during the FAPT in terms of understanding the language used and issues raised for services and ensures a variety of questions are answered so that the parent of the youth understands the services or is aware of services available. The CPMT Parent Representative is a citizen of Prince Edward County or has been a parent of a Prince Edward County student. They are responsible for providing a parent point of view in all CPMT discussions. For employment application, including job description, contact the Prince Edward County Administrator's Office, 111 N. South Street, 3rd Floor, P.O. Box 382, Farmville, VA, 23901, TEL: 434-392-8837, or applications may be obtained online at <https://www.co.prince-edward.va.us/home/showpublisheddocument/504/637220605414670000>. Open until filled.

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POSITION DESCRIPTION

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| Job Title: | <u>Parent Representative-Family Assessment and Planning Team</u> |
| Goal: | Provide a parent perspective when addressing and assessing the strengths and needs of troubled and at-risk youth and families who are approved for referral to that team and for the purpose of identifying and determine the compliment of services required to meet those specific needs. |
| Duties: | Attend scheduled FAPT meetings. Take an active role in the development of individualized service plans for families. Introduce yourself to the parents and assist them when they attend a FAPT meeting. Assist in ensuring parents are notified of meeting dates and times. |
| Qualification: | Preference should be given to a parent of a consumer or former consumer of services from a public child serving agency. Must be a resident of the locality or community. Must have strong communications skills, well-versed and experienced in various issues as it relates to mental or physical special needs of a child or is willing to learn. Be confident and willing to speak out in large groups consisting of experts reviewing the cases to represent for the families of communities. Must be mature, compassionate, dependable, and empathetic and possess the ability to be a team member. Must be capable of remaining objective in emotionally charged situations. Must respect the beliefs and traditions of individuals coming from a wide variety of cultural, religious and ethnic backgrounds. |
| Time Commitment: | To be determined by the locality. |
| Training: | Orientation-Local FAPT Communication and confidentiality Team Roles and responsibilities Comprehensive Services Act (CSA) One FAPT observation Terms and terminology (Localities are free to add training elements) |

§ 2.2-5207. Family Assessment and Planning Team; membership

Each community policy and management team shall establish and appoint one or more family assessment and planning teams as the needs of the community require. Each family assessment and planning team shall include representatives of the following community agencies who have authority to access services within their respective agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of social services, and local school division. Each family and planning team also shall include a parent representative and may include a representative of the department of health at the request of the

chair of the local community policy and management team. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a family assessment and planning team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. The family assessment and planning team may include a representative of a private organization or association of providers for children's or family services and of other public agencies.