



Iowa Foster and Adoptive Parents Association

Peer Liaison Description/Responsibilities

Peer Liaisons are part-time employees of the Iowa Foster and Adoptive Parents Association who work 20 hours per week.

I. Requirements of a Peer Liaison include the following:

- a. Peer Liaisons must be licensed foster parents in good standing and must have been a foster parent for a minimum of three years.
- b. The Peer Liaison is a peer supporter. The main responsibility of the Peer Liaison is to provide information, supportive services, consultation, and assistance to families regarding foster care/adoption concerns. The Peer Liaison serves as a role model, promoting best practice. They provide support in an objective, confidential manner.

II. Responsibilities of a Peer Liaison

- a. Upon receipt of names of newly licensed foster homes, IFAPA sends new foster parents a welcome letter along with a packet of information, welcoming them to foster care. The names of these families will be provided to the Peer Liaisons who will contact newly licensed foster homes by phone or in person to welcome them to foster care; provide information on IFAPA programs, trainings, support groups, activities, services; and offer his/her support as a Peer Liaison. This personal contact will be completed within 30 days of receipt of the name.
- b. The Peer Liaison will receive the names of the foster families who are exiting foster care. Peer Liaisons own data base or records will be updated with this information.
- c. The Peer Liaisons will receive updated lists of the foster parents in their assigned areas at least twice per year or more often upon request from the Peer Liaison. Each foster family will be contacted at least twice in the contract year by telephone, personal contact through meetings, training, support groups, events, etc., or by letter if they fail to respond to attempts to contact them by phone. Peer Liaisons will keep track of the contacts with the families to show that an attempt has been made to contact each of the families.
- d. Peer Liaisons must check and respond to email and phone messages at a minimum of once daily on weekdays. Emails and calls will be returned within 24 hours during the week unless he/she has made supervisors aware of the inability to do so (i.e. vacation, etc).
- e. Peer Liaisons are expected to attend area KidsNet and DHS service meetings. The Peer Liaison will actively participate in these meetings to gather information on area practices and issues and share this information with the peer liaison team.

f. Support Groups – Peer Liaisons are expected to be involved with the support groups in their areas by assisting in facilitating, arranging training, and/or serving as a resource to the groups depending on the needs of the groups.

1. Peer Liaison will attend all IFAPA Affiliated Support Groups within their designated area at least twice per IFAPA fiscal year to inform foster/adoptive parents of IFAPA's programs, training, activities, services and their services as a Peer Liaison; and to gather information about issues facing foster/adoptive families. It is expected that most support groups will have Peer Liaisons involved in regularly attending the meetings that are closest to their home base.
2. Peer Liaison will attend non-affiliated support groups within their designated area at least once annually to inform foster/adoptive parents about IFAPA's programs, activities, training, services and their services as a Peer Liaison; and to gather information about issues facing foster families.
3. On a quarterly basis IFAPA will send an updated affiliate support group listing to the Peer Liaisons of the affiliate support groups in their designated area and their designated contacts as listed on IFAPA data base. On a quarterly basis Peer Liaisons will update IFAPA on changes within the support groups, such as name, address, or email changes of contacts, support group additions and deletions, etc. so that IFAPA can maintain an accurate support group database.
4. Peer Liaisons will identify gaps in support group coverage and the need to establish additional support groups within designated areas. Peer Liaisons will work in conjunction with IFAPA board representatives and IFAPA Resource Information Specialists to develop, facilitate, and nurture new support groups.

g. Peer Liaisons need to be seen by the families. One of the ways to do that is to participate in IFAPA activities such as attending training and serving as Training Facilitators, State Conference, Legislative Breakfast, etc. Peer Liaisons are expected to attend as many of the IFAPA events as possible.

V. Confidentiality. The Peer Liaison will respect the right to privacy of all individuals and keep information about foster and adoptive families confidential unless authorized by the family. The Peer Liaison will maintain the standards for confidentiality adopted by the Department of Human Services.

VI. Conduct. The Peer Liaison will avoid any action that could adversely affect the confidence of the public in the integrity of the Peer Liaison Program or in IFAPA in general. The Peer Liaison will uphold the credibility of the Peer Liaison program by conducting all business in an honest, fair, professional and humane manner. Peer Liaisons will not condone any illegal act or unethical practice related to foster or adoptive care. The Peer Liaison Program will serve and respond to requests without bias of race, religion, sex, gender, national origin or handicap.