

Iowa Foster and Adoptive Parents Association

IFAPA Peer Liaison Job Description

The IFAPA Peer Liaison will be a licensed foster parent for a minimum of three years. The IFAPA Peer Liaison will be a part-time IFAPA employee, working up to 20 hours per week. This position will not include benefits, but Peer Liaisons will be reimbursed for specified expenses when performing IFAPA duties. Peer liaisons will serve as a role model and mentor for other foster (resource) families in their area. A working knowledge of DHS policies and procedures related to foster care and adoption is a must.

Roles of the Peer Liaison

- **Peer supporter.** Has first hand experience as resource parent and provides pro-active support to resource families.
- **Mentor to DHS resource families.** Assists families by being a **role model** in partnering with DHS and IKN and birth parents.
 - **Mentors value of working with birth parents**
 - **Mentors value of Family Interactions**
 - **Mentors importance of sibling relationships**
 - **Mentors working as a team with DHS and IKN**
 - **Mentors best practices as a resource parent**
 - **Mentors problem resolution with issues facing families**
- **Expert on available training.** Assists families in identification of training needs and location of appropriate training; assists the IFAPA Training Coordinator to plan and facilitate area training to meet the needs of area families; has knowledge of training available through support groups in the communities.
- **Resource and connection to families.** Answers questions, contacts new foster families, address concerns, and provides information and resources. Attends area meetings and assists area support groups.

Peer Liaison Job Requirements and Expectations

- Licensed DHS foster parent in good standing for a minimum of three years.
- Maintain a working knowledge of current DHS practice and policy.
- Ability to work up to 20 hours per week with a flexible schedule. Hours may include evenings and weekends depending on scheduled meetings, trainings, and

support groups as well as the needs of the families served. Work hours will be documented and work product identified.

- Maintain regular contact with resource families in assigned area by phone as well as by attending trainings and support group meetings.
- Maintain visibility within assigned area. The DHS Service Area Office, all DHS county offices, private agencies, and resource families in the assigned counties should know about the Peer Liaison program and know who the Peer Liaison is.
- Attend training, IFAPA events, IFAPA team meetings, IKN and DHS meetings as requested by IFAPA Executive Director and/or supervisory staff.
- Attend PS-MAPP on 9th or 10th session to provide information about IFAPA resources and the Peer Liaison Program.
- Travel within assigned area and to scheduled meetings in Des Moines.
- Partner with DHS and IKN to coordinate support groups in assigned area. Maintain regular contact with existing support groups; assist in planning support group meetings and trainings with IKN and DHS, and assist with starting and facilitating support groups if needed.
- Maintain high ethical standards including maintaining strict confidentiality regarding the issues shared by resource families.
- Ability to role model problem resolution with resource families.
- Knowledge of community resources in assigned area.
- Access to a computer and internet.
- Ability to respond timely to telephone calls and emails.
- Proficiency in computer, written, and verbal skills.
- Maintain ongoing regular contact with supervisory staff.
- Complete monthly reports timely.
- Maintain a professional appearance when representing IFAPA at trainings, meetings, and events.

If you are interested in applying for this position, please go to IFAPA's website to download the application at http://www.ifapa.org/support/peer_liaisons.asp