

Child Development Council
FAMILY SERVICES OPPORTUNITY

Job Title: Family Support Specialist

Status: Full time (35 hours/week), non-exempt
Occasional evenings and weekends may be required with notice.

Responsible to: Family Services Director

Qualifications: BA/BS in human services, early childhood education, or a related field and home visiting experience. Must have a firm understanding of issues relating to pregnancy, infant and toddler development, parenting, and family dynamics. Knowledge of substance abuse disorders and treatment, domestic violence, and child welfare is highly desired. Must operate from a strengths-based model and have solid ability to work independently as well as a member of a team. Timely and thorough record keeping and excellent communication skills, written and verbal, are essential. Knowledge of social and human services systems is beneficial. Working vehicle, valid driver's license and clean driving record required.

Position Summary: This position is conducted in collaboration with the Department of Social Services and will serve families participating in Preventive, Family Treatment Court, or Family Assessment Response (FAR) services. Utilizing a team approach, DSS caseworkers and CDC Family Support Specialists will employ a strengths-based assessment and family services plan, share documentation and data collection responsibilities. Family Support Specialists are mandated reporters for child abuse and neglect.

Responsibilities:

- I. Provide comprehensive home-based family support services to caseload of 20 families:
 - A. Partner with Department of Social Services caseworkers to evaluate risk and offer ongoing advocacy, parenting, and child development education, and support to families.
 - B. With enrolled families, develop individualized service plans to maximize opportunities for success. Monitor plans and assist in implementation as needed.
 - C. Assist with the identification of social, medical and educational services and provide support and advocacy to facilitate access to these services as needed.
 - D. Provide consistent communication and follow up with participants, through home visits and phone conversations.
 - E. Provide informal emotional support and crisis intervention as needed.
 - F. Provide prenatal and parenting education; provide child development information and conduct developmental assessments with parents and children.

- G. Keep accurate case notes for all participants; collect and record data for reports; keep detailed records and mileage reports.
- H. Conduct or assist with educational presentations to the community.

General Responsibilities

1. Attend scheduled meetings of the Council staff, Family Services Program staff, as well as agency board meetings as directed.
2. Maintain confidentiality in accordance with agency and DSS policies.
3. Attend appropriate trainings related to professional development.
4. Participate in solution-focused decision-making and facilitated conversations/conflict resolution.
5. Perform other reasonably related tasks, both at the agency and in the community, as assigned by your supervisor.
6. Maintain reliable transportation and a valid driver's license.

Starting Salary Range: \$30,000-\$34,000 based on education, credentials, and/or experience, plus \$5,000 in cafeteria benefits.

The Child Development Council is an Equal Opportunity Employer. We are seeking a diverse applicant pool and encourage all qualified individuals to apply.