

FAMILY SERVICE CENTER JOB DESCRIPTION

JOB CODE:

JOB TITLE: Family Support Specialist

CREATION DATE: 08/17/2023

REVISION DATE:

FLSA STATUS: Exempt

JOB SUMMARY:

Responsible for delivering curriculum-based skills approach sessions designed to reduce conflict, stress and tension among family members; promoting family protective factors; providing guidance and support to families; collaborating with families to develop action plans; participating and engaging in community outreach activities and community education; making and maintaining connections with partner organizations and entities, and case management activities.

ESSENTIAL JOB FUNCTIONS:

- Provides crisis intervention, Family and Individual sessions, curriculum-based parent and youth skills training classes, and ancillary services.
- Conducts outreach activities to identify clients, inform community of services and build community collaborative relationships.
- Establishes, promotes, and maintains professional relationships with service providers, community stakeholders and local officials.
- Gathers and enters data in to FSC's EMR system.
- Maintains accurate and timely records.
- Complies with and meets the standards of accrediting bodies and funding sources.
- Adheres to internal controls and procedures established for FSC and any other entity to which they are assigned.
- Promotes and maintains a positive culture within FSC and any other entity to which they are assigned.
- Respects and supports client rights, including confidentiality.

MARGINAL OR PERIODIC JOB FUNCTIONS:

- Performs related duties as required

REQUIRED EDUCATION / EXPERIENCE:

- Bachelor's degree from an accredited university
- A minimum of (1) year of experience working with at-risk youth or families

KNOWLEDGE/SKILLS/ABILITIES:

Strong social and interpersonal skills. Community involvement. Ability to facilitate educational groups. Effective written and verbal communication skills. Ability to work cooperatively with other professionals either in teams or in consultation. Knowledge of, and compliance with, the

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principles of professional ethics and confidentiality. Knowledge of computers, software applications and mobile communication devices.

Bi-lingual/Spanish-speaking preferred

EQUIPMENT:

Standard office equipment.

WORKING ENVIRONMENT:

Family Support Specialist may work as a part of an interdisciplinary team across FSC programs in an office or community-based environment.

OTHER:

Full, Part-time or Contract grant-funded position. Work schedule to include afternoon and evenings to accommodate families' schedules.