

**Job Title**

Family Support Specialist

**Primary Responsibilities**

The Family Support Specialist (FSS) will provide family-centered, strength-based services to prenatal clients and families with infants or young children. Staff will represent the agency and programs in a positive manner. This is a full-time, direct-service position that offers a flexible and independent work environment.

**Duties and Responsibilities:**

- Establish positive, supportive, and reciprocal relationships with families.
- Assist in strengthening the parent-child relationship.
- Assist parents in improving their skills to optimize the home environment.
- Assist parents in improving their support system.
- Increase the family's ability to problem solve and advocate for themselves and their children.
- Assist the family in establishing goals and a plan for accomplishment of those goals.
- Assess the normal growth and development of the target child.
- Use reflective practice techniques to engage parents.
- Maintain accurate, timely documentation.
- Participate in community outreach efforts to establish and/or strengthen positive working relationships with communities, schools, community groups, public health partners, local health leaders, medical professionals, agencies, and the public, with equity across the five-county health district.
- To the highest extent possible, conduct home visitation activities that are research-based and in accordance with best practices.
- Conduct activities and programs in accordance with budget allowances by current funding sources.
- Attend and/or participate in conferences, workshops and other health-related training, as directed, as well as professional development opportunities.
- Participate in crafting informational materials as needed, including, but not limited to, newsletters, recruitment packets, brochures, etc. Increase the availability of bilingual health information.
- Deliver evidence-based curriculum(s) to parents of infants or young children.
- Provide referrals to appropriate community-based agencies, depending on the family's needs.

**Knowledge, Skills, and Abilities**

- Ability to establish trusting relationships with families and teammates.
- Ability to accept individual differences and willingness to work with culturally diverse populations.
- Knowledge of infant and child development.
- Open to reflective practice.
- Basic computer skills necessary (Word, Excel, PowerPoint, etc.).
- Strong organizational and time-management skills.
- Good oral and written communication skills.
- Ability to maintain confidentiality and respectful boundaries.

Last update July 26, 2021

## **Working Conditions**

Work is typically performed indoors in an office environment; home visits will occur within the family's home. Work may include some travel for meetings and trainings; occasional overnight travel required. Some evenings/weekends may be required to meet the needs of families and/or to attend community events.

## **Minimum Qualifications**

- Must be at least 18 years of age.
- Must have high school diploma or equivalent; college coursework in early childhood education or human services, preferred.
- Experience working with or providing services to children and their families.
- Must have ability to pass criminal background check.
- Must have reliable transportation.
- Fluent in Spanish (speaking and reading/writing) is a plus.

## **Additional Preferred Licensure/Certificates**

- Valid driver's license.