

**Job Title**

Family Support Specialist

Reports to: Program Supervisor

FLSA Status: Nonexempt

Classification: Regular Part-Time

Primary Responsibilities

The Family Support Specialist (FSS) will provide family-centered, strength-based services and home visitation to prenatal clients and families with infants or young children as a part of the Department's Growing Great Kids (GGK) program, a Healthy Families America (HFA) site.

Examples of Work Performed

- Establish positive, supportive, and reciprocal relationships with families.
- Assist in strengthening the parent-child relationship.
- Assist parents in strengthening their support network.
- Assist parents in building parenting skills.
- Increase the family's ability to problem solve, reflect, and advocate for themselves and their children.
- Assist the family in planning, establishing, and accomplishing goals.
- Assess the growth and development of focus children.
- Maintain accurate and timely documentation.
- Participate in community outreach efforts to establish and strengthen positive working relationships with communities, schools, community groups, public health partners, medical professionals, agencies, and the public across the five-county district with teammates.
- Participate in reflective supervision with Program Supervisor
- Conduct home visitation activities that are research-based and follow best practices.
- Attend and participate in conferences, workshops, other health-related training, and professional development opportunities as directed.
- Deliver evidence-based curriculum(s) to parents of infants or young children.
- Provide referrals and resources to appropriate community-based agencies.

Qualifications

EDUCATION: High School diploma or equivalent. College coursework in public health, human services administration, or fields related to working with children and families, or related fields is preferred.

EXPERIENCE: Experience working with or providing services to children and their families.

OTHER: A valid driver's license, a current vehicle insurance certificate, and reliable transportation. Must have the ability to pass a criminal background check.

Knowledge 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.
- Processes basic computer skills (Word, Excel, PowerPoint, etc.).
- Strong organizational and time-management skills.
- Strong oral and written communication skills.
- Ability to maintain confidentiality and respectful boundaries.

Working Conditions

Work is performed primarily at SEDHD office sites and families' homes. Computers, fax, copier, personal or department vehicles, and public health equipment and supplies are used to perform functions. This job may encompass light lifting, standing, walking, being seated for periods, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

Additional Preferred Licensure/Certificates

Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. Applicants who have not completed ICS 100, 200, 700, or 800 must complete the courses within three months of employment.

How to Apply

Fill out an application on our Career Opportunities page: <https://www.sedhd.org/about-us/careers.html>