

Job Title: Family Support Specialist		
FLSA Status: Nonexempt	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Starting Pay Range: \$18.00 – 20.98
Location: Auburn, Nebraska City, or Tecumseh Nebraska		
Supervises: None		
Reports To: Program Supervisor		

JOB SUMMARY

The Family Support Specialist (FSS) provides support and home visitation services to families, primarily using the Healthy Families America (HFA) model. This position focuses on serving families and aims to strengthen parent-child relationships, promote healthy development, and enhance family well-being through regular contact and support. The FSS will work in various community settings, including family homes, and is expected to engage in trauma-informed care and culturally responsive practices.

DUTIES AND RESPONSIBILITIES

- Provide in-home visits based on family needs, either in-person or remotely.
- Establish positive, supportive, and reciprocal relationships with families.
- Initiate and maintain regular contact with families.
- Develop service plans in cooperation with parents and relevant service providers.
- Assist families in establishing goals and support them in implementing activities outlined in the Family Service Plan.
- Maintain accurate records of visit content, referrals, and parents' needs and goals.
- Administer the Family Resilience and Opportunities for Growth Scale (FROG) and other screening tools such as the Ages & Stages Questionnaire (ASQ) and depression screens.
- Identify and refer families for additional supportive services
- Complete required evaluations and reports in a timely manner.
- Maintain regular communication about parent/client progress with the Program Supervisor.
- Attend regular meetings to discuss program practices and policies.
- Participate in required Department staff meetings and community-based meetings.
- Attend conferences, workshops, and trainings to enhance professional skills.
- Refer families to community resources as needed.
- Participates in public health emergency response preparedness, planning, and response activities.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish trusting relationships.
- Ability to accept individual differences.
- Experience and humility to work with culturally diverse families.
- Knowledge of infant and child development.
- Willing to engage in building reflective capacity (e.g., capacity for introspections, communicating awareness of self in relation to others, recognizing value of supervision, etc.).
- 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.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent. A bachelor's degree in public health, health and human service, health education, or fields related to children and families is preferred.
- Experience working with or providing services to children and families.
- Infant Mental Health Indorsement preferred
- Applicants fluent in both English and Spanish preferred.

OTHER

- Must be able to use personal vehicle for travel if needed.
- Able to work in a smoke-free and drug-free work environment.
- Able to pass pre-employment screenings and agree to have a background check.
- Able to spend prolonged periods sitting at a desk and working on a computer.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid driver's license and have and maintain a clean driving record.
- Current vehicle insurance certificate.
- Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, or 800 will be required to complete the courses within three months of employment.

WORKING CONDITIONS

Work is performed primarily at SEDHD office sites, as well as community sites. The FSS will also conduct visitation at the home of families enrolled in the program. Computer equipment, copiers, 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 extended periods, possible overtime, driving, some overnight travel, and infrequently working nights and weekends. Work also involves contact with, or exposure to, inclement weather conditions when traveling to various locations.

EQUAL OPPORTUNITY

The Southeast District Health Department is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Submit an application on the Southeast District Health Department's [Career Opportunities page](#).