

ECEAP Family Support Specialist

Overview of Position for case load 15 families

The job of Family Support Specialist is to provide quality comprehensive child/family support services to children birth to 5 years and their families; provide support, training, and case management to assist parents in meeting the needs of their children; enhance parents' role as the primary influence on their child's education and development; support parents in increasing their economic stability; determine eligibility for the program and enrolling families in the program; enlist parental involvement in child educational programs; work with parents in identifying and achieving goals; access support services; create training programs; and facilitate positive parent, school, and student relationships.

Essential Functions

- Recruit, select, and enroll eligible children and families to provide comprehensive child/family support services, encourage family involvement, and maintain full enrollment.
- Assess family and infant/child needs.
- Assist parents in a variety of areas to develop an action plan to remove barriers to child's success in school.
- Orient families to establish familiarity with program, services, and required processes.
- Provide health screenings, immunization verifications, and outside agency referrals to promote needed treatment and comply with program requirements.
- Visit families' homes to build relationships and set family goals.
- Plan and facilitate family meetings and parent involvement events to comply with program regulations.
- Develop individualized health, nutrition, and family support plans for all enrolled children to further family goals, plans, and success strategies.
- Participate in workshops, meetings, community events, etc. to receive and/or present information.
- Report suspected incidents (e.g. physical, sexual, and/or substance abuse and neglect, contagious disease, etc.) to appropriate parties to maintain student's personal health and safety, while adhering to district/program policies.
- Provide outreach to low-income communities and organizations to develop family resources and build partnerships.
- Administer State and Federal Performance Standards to ensure program eligibility and compliance with mandated regulations.
- Assist with other personnel as may be required to ensure an efficient and effective work environment.
- Maintain a variety of manual and electronic documents, files, and records to provide required information and/or documentation.

Qualifications

- Associate or higher degree in any field 30 job related credits
- Credential or certification in social work/ related field
- Current Home Visitor CDA
- Provisional Hire Completed Professional Development Plan Form 5 years to complete an above requirement.

Skills, Knowledge, and Abilities

- Ability to work as a team member.
- Ability to use effective organizational and time management skills.
- Ability to identify family strengths and plan/advocate around family goals.
- Competence in planning, organizing, scheduling, staff and parent communications, and record-keeping.
- Ability to build relationships and collaborate with other community agencies.
- Ability to work effectively with children, families, community members, and staff of diverse backgrounds.

Requirements

- Complete initial health examination and/or TB screening (see Staff Health Requirements), as recommended by health care provider.
- Complete Criminal Record Check.
- Obtain First Aid and Infant/Child CPR card within 90 days of hiring and keep current.
- Obtain Food Handler's Permit within 90 days of hiring and keep current.
- Have a valid Driver's License and have access to a personal vehicle with insurance coverage (unless employer supplies vehicle).
- Attend center meetings and activities, including some evenings.

Salary range \$21.00 per hour. This is a year-round position for a case load of 15 ECEAP families and some center related tasks associated with non ECEAP families and children. Shift time will be divided accordingly.

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