



POSITION ANNOUNCEMENT

FAMILY SUPPORT SPECIALIST

Kent Youth and Family Services (KYFS) is currently accepting applications for one part-time Family Support position in the Early Learning Program. This position is responsible for providing comprehensive social services to assist families in meeting their needs; enhance parents' role as the primary influence on their child's education and development; facilitate positive parenting and parent involvement; and support families in identifying & achieving their family goals.

SKILLS, KNOWLEDGE, AND ABILITIES:

- Comfortable outreaching throughout the community to recruit low-income, diverse participants that meet the program eligibility guidelines.
- Competence in planning, organizing, scheduling, maintaining accurate written and computerized records.
- Ability to effectively communicate respectfully with children, families, community, and staff of diverse backgrounds in written and oral formats.
- Ability to use effective organizational and time management skills, to complete enrollment duties and conduct family conferences to insure completion of required service delivery.
- Experience in conducting parent conferences and home visits to build relationship; assist in identifying their strengths and needs, support goal setting and goal achievement; and to support the parent's engagement in their child's education.
- Experience in developing partnerships with community service providers to provide referrals in counseling, health, mental health, dental care, and emergency assistance or intervention.
- Ability to recruit parents for program planning, leadership, and trainings opportunities including parent meetings, volunteering, Policy Council, and bus driver or interpreter training.
- Experience in developing parent education opportunities, including implementing parent/family events with topics including parenting skills, child development, and health & mental health information.

MINIMUM QUALIFICATIONS:

- BA or AA degree in any field with 30 job related credits: Psychology, Sociology, Social Justice, & certain Human Development programs, (ECEAP). Credential or certification in Social Work, Human Services, or Counseling, or 30 field related credits, (HS). 2 years case management with diverse families of low-income preferred.
- Family/Social Service credential: • Family Development Certificate from the Washington State Community Action Partnership • Social Services Competency Based Training (SSCBT) Certificate of Completion from Portland State University • Family Service Credential from the Portage Project • Family Support Core or Studies Certificate from Edmonds Community College • Credential from a comprehensive and competency-based Family/Social Service program not mentioned above that increases knowledge and skills in providing direct services to families (subject to DCYF approval). Preferred: 2-year experience working with families.
- Current Home Visitor CDA credential from Council for Professional Recognition.

- A Provisional Hire must complete a Professional Development Plan for ECEAP have 5 years to complete requirements, completing 1/5th of requirements each year; Head Start requirement-18 months. Preferred 1 year case management experience.

MINIMUM REQUIREMENTS:

- Proof of physical examination, including TB screening. If positive, chest x-ray or doctor's statement.
- Obtain First Aid, CPR, and Food Handler's card within 90 days of hire and keep current.
- Completion of a successful criminal history and fingerprinting background check and keep current.
- Must have a valid Washington State driver's license and proof of adequate insurance coverage.

WORKING CONDITIONS:

- Must be willing to work a flexible schedule to meet family scheduling needs. Some evenings meetings are required, at least once a month and approximately 8 hours per week during summer to conduct recruitment and enrollment duties.
- Must be able to travel to family home visits in personal vehicle.
- Must be able to fill in as a Bus Monitor or Teaching Staff, when necessary.

COMPENSATION & BENEFITS: \$22.00-30.50 per hour, DOE. Excellent benefits for FT staff (30+ hrs): 403b retirement includes agency contribution at 5%, after one year of employment; paid medical, dental, vision, life, & long-term disability for employee.

OPENS: July 14, 2021 **CLOSES:** July 30, 2021 or when filled.

TO APPLY: Qualified applicants download an application at KYFS.org and submit cover letter, resume, and completed application to: Theresa LaRonde, Early Learning Director, Kent Youth & Family Services, 232 Second Ave South, Suite 201, Kent WA 98032, or theresal@pugetsoundhs.org, or fax 253-630-9733.

Kent Youth and Family Services is an Equal Opportunity Minority/Female/Individuals with Disabilities/Protected Veteran and Affirmative Action Employer. We hire qualified candidates without regard to age, race, religion, color, sex, sexual orientation, gender, gender identity, national origin, ancestry, citizenship, protected veteran or disability status, or any factor prohibited by law.