



## **POSITION ANNOUNCEMENT**

### **FAMILY SUPPORT SPECIALIST (Part Time)**

Kent Youth & Family Services (KYFS) is hiring for a Family Support Specialist in our Early Learning Program. KYFS is a non-profit agency that has been providing human services to children and their families for over 50 years! This position impacts the lives of children, youth, and their families by providing comprehensive social services to assist in meeting their needs: enhancing parental roles, involvement, and positive influence with their child's education and development, and support families in identifying & achieving their family goals.

#### **REQUIREMENTS/MUST HAVES:**

- BA/BS 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 1/5<sup>th</sup> of requirements each year; Head Start requirement-18 months. Preferred 1 year case management experience.
- 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.

#### **GENERAL QUALIFICATIONS/RESPONSIBILITIES:**

- Conduct community outreach to recruit low-income, diverse participants.
- Handle enrollment duties and conduct family conferences.
- Experience in conducting parent conferences and home visits.
- Experience in developing partnerships with community service providers to provide referrals in counseling, health, mental health, dental care, and emergency assistance or intervention.
- Recruit parents for program planning, leadership, and training such as: parent meetings, volunteering, Policy Council, and bus driver or interpreter training.
- Develop & implement parent education opportunities/events: parenting skills, child development, and health & mental health information.
- Strong time management and organization skills, and maintain accurate written and computerized records.
- Excellent verbal and written communication skills.

#### **COMPENSATION/BENEFITS/MISC:**

- **JOB TYPE:** part-time, day shift, Mon to Fri, some evening work
- **PAY:** \$22.00 - \$30.50 per hour/DOE
- **RETIREMENT BENEFIT:** Company paid 403b retirement: current contribution is at 5% after one year of employment & meeting eligibility requirements
- **MISC/SCHEDULE:** Ability to work a flexible schedule as needed 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.

**HOW TO APPLY:**

- Download, print and complete an employment application at KYFS.org.
- Submit completed employment application, cover letter, & resume by mail, e-mail or FAX to:

Theresa LaRonde, Early Learning Director

Kent Youth & Family Services

232 Second Ave South #201

Kent, WA 98032

E-mail: [theresal@pugetsoundhs.org](mailto:theresal@pugetsoundhs.org), or fax 253-630-9733.

**OPENS:** December 16, 2021

**CLOSES:** January 3, 2022 **or** when filled.

*KYFS 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.*