



POSITION ANNOUNCEMENT FAMILY SUPPORT SPECIALIST

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

SKILLS, KNOWLEDGE, AND ABILITIES:

- Willingness to outreach throughout the communities to recruit low-income, diverse participants that meet the program eligibility guidelines.
- Competence in planning, organizing, scheduling, entering/maintaining accurate written and computerized records, and in oral & written communication.
- Ability to relate and communicate respectfully with children, families, community members, and staff of diverse backgrounds to build relationships and collaborate with them on cross-component planning, evaluation, & training opportunities.
- Ability to use effective organizational and time management skills, completing enrollment duties, conducting family conferences and insuring completion of required service delivery.
- Willing to meet with parents in their home to build relationship, assist in identifying their strengths and needs, support goal setting and planning towards goal achievement and to support the parent's engagement in their child's education.
- Act as an advocate for parents providing appropriate referrals for services through developing partnerships with service providers for counseling, health, mental health, and dental care, emergency assistance or intervention.
- Ability and willingness to recruit parent participation in program opportunities including leadership, parent meetings, program planning, program volunteers, and including Policy Council at site and regional level.
- Experience conducting on-going case management with each family to provide social services referrals, family support, and training.
- Develop monthly parent education opportunities, including implementing quarterly parent/family events, including parenting skills, child development, and health/mental health and social service advocacy.
- Assist parents in identifying their families' strengths and needs, setting family goals, and encouraging them to meet these needs.
- Act as an advocate for parents providing appropriate referrals for services through developing partnerships with service providers for counseling, health and dental care, and emergency assistance or intervention.
- Coordinate and encourage parent participation in leadership groups, parent meetings, as program volunteers, and Puget Sound-ESD opportunities including Policy Council.
- Conduct parent visits with each family to provide social services referrals, family support, and training.
- Develop monthly parent education opportunities based upon parent input including parenting skills, child development, and health and social service advocacy.
- Participate as an active team member in interdisciplinary planning for children and families, and other cross-component coordination and training opportunities.

MIMIMUM QUALIFICATIONS:

- BA or AA in any field with 30 job related credits: Psychology, Sociology, Social Justice, & certain Human Development programs. Preferred: 2 year case management with diverse families of low-income.
- 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 Head Start requirement-18 months; ECEAP have 5 years to complete requirements, completing 1/5th of requirements each year. Preferred 1 year case management experience.

MIMIMUM REQUIREMENTS:

- Proof of physical exam, with TB screening. If positive, chest x-ray or doctor's statement within 30 days.
- Obtain First Aid, CPR, and Food Handler's card within 90 days of hire and keep current.
- Completion of a successful fingerprinting background check prior to starting, and keep current on-going.
- 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 work summer hours conducting recruitment and enrollment duties.
- Must be able to travel to family home visits and meetings in personal vehicle.
- Must be able to fill in as a Teaching Staff in classroom, when necessary.
- Must be willing to support classroom, children, and teacher's needs when necessary.

COMPENSATION & BENEFIT: \$22.90-31.56 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: April 5, 2022

CLOSES: April 17, 2022 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.

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.

Revised 4/22