



Easter Seals Blake Foundation

DIVISION	Children & Family Services (CFS)
POSITION	Family Support Specialist
JOB LOCATION	Yuma, AZ
STATUS	Full Time/Exempt

JOB SUMMARY:

This position provides in-home support to families, teaches parenting skills and child development education, promotes positive parent-child relationships and interactions, and provides case management/linkage to community resources to parents/caregivers. The hours for this program will be primarily evenings and weekend work.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Direct Services -

- Gathers information from the referral source about current status of the child and family, such as the child's behavioral health diagnosis, services currently in place, concerns, possible barriers to family receiving the provided services, and the family's goals.
- Establishes and maintains a confidential record for each child/family
- Facilitates scheduling of visitation(s) between children and their parents, supervises and supports visitation sessions as directed by ACYF and documents observations of the visit.
- Informs the child and family about program services, visitation schedules, duration of services, reporting requirements, and mandated reporter status. Uses effective communication skills to elicit information in a non-judgmental or leading format, thereby allowing family to tell their own story.
- Informs the child and family of client rights and responsibilities, confidentiality, and limits of confidentiality.
- Assesses the child and family's resources and determines with the family any need for immediate linkage to resources. Begins goal-setting and treatment planning with the family on the first visit.
- Includes all applicable family members in the treatment plan development, and service delivery. Consults with family members, referral source, and all involved parties regarding the family's strengths and needs, as well as the available resources. Uses professional judgment to assess and guide the delivery of quality services to the child, the parents, and the family.
- Works with families in an empathic, professional and objective manner.
- Maintains regular contact with families primarily through supervised visitation and home visits. Establishes regular visits, and adheres to the requirements of the contract including reporting requirements.
- Provides transportation for children and adults if necessary in order to facilitate a community referral or accommodate a visitation schedule. When transporting young children, ensures that children are in age-appropriate car seats.
- Encourages and models appropriate early childhood practices, parenting skills and behavior management/modification techniques.
- Develops a culturally sensitive rapport and relationship with family, and uses that relationship as the basis for working together.
- Focuses on the safety and well-being of the child(ren) in all work with each family.
- Promotes positive parent-child interactions and relationships.
- Ensures all communication promotes respect for the family's values, ideas, suggestions, and priorities.
- Assesses, reports, and documents suspected abuse or neglect to Department of Child Safety and/or local law enforcement agency.
- Attends and makes reports to juvenile court and/or to the Child and Family Team (CFT) during CFT meetings
- Provides information regarding outside services provided by agencies and organizations in the local and extended community.
- Maintains up-to-date knowledge of community resources for families such as, DES benefits, AHCCCS, Kidscare, WIC, SNAP, TANF benefits, Social Security Income, disability benefits, food and furniture bank resources, emergency and transitional housing, low income housing, transportation services, general and special needs parenting resources, education and employment training and services, etc.

- Acts as a coach and mentor to families seeking to obtain services from community agencies, in an effort to assist them through the process and ensure that linkage is made and that the service is appropriate.
- Collaborates and meets with other service providers to coordinate services.
- Uses independent judgment and discretion in setting daily priorities to complete tasks.
- Demonstrates sensitivity to linguistic, cultural, social, economic, individual and role differences among persons and families served.
- Provides services that are family-centered and relationship-based.
- Ensures that paperwork is completed correctly and in a timely fashion.
- Utilizes the CHILDS online database, entering data in an accurate and timely fashion in accordance with DCS requirements and deadlines.

Function as an enthusiastic, competent, contributing member of ESBF staff.

- Attend and participate in required staff meetings
- Promote and follow practices that support health and safety of staff
- Develop and maintain positive relationships with program participants, staff, collaborating people, programs and state agencies
- Submit accurate and complete paperwork, including proof-reading for correct grammar, spelling, and format
- Maintain agreed upon work schedule, be punctual, keep appointments, and use time effectively
- Use supervision effectively, accept feedback in a professional manner, and accept responsibility for job performance
- Maintain professional certification/licensure as required
- Attend required professional development opportunities and maintain knowledge of current research and effective approaches
- Communicate essential information with ESBF team staff and team members accurately and in a timely manner
- Understand and maintain private and sensitive information within the confines of need-to-know parameters.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge Of:

- Knowledge of Department of Child Safety including:
 - Reporting procedures and legal obligation to report incidents of suspected child abuse and or neglect;
 - Knowledge of current state, federal, and local laws governing placement, custody, and treatment of children;
 - Knowledge of the impact of foster care on children and families;
- An in-depth understanding of family systems;
- An in-depth understanding of strength-based home visitation techniques;
- An in-depth understanding of child and adolescent development and behavior;
- A working knowledge of the impact of domestic violence, sexual abuse, child neglect, and substance abuse on families and children;
- An understanding of reflective, family-centered, strength-based practice;
- A familiarity with family and child assessment best practices;
- Experience working with families with multiple risk factors, safety issues, and desired behavioral changes;
- Knowledge of cultural competency and it's implication in the provision of services;
- An ability to teach others using anticipatory guidance, modeling, coaching, reflection, and role-play; and
- An ability to acknowledge, respect, and build upon the diversity of families with regard to such factors as race, ethnicity, family constellation, gender, socioeconomic status, values, and traditions.

Ability to:

- Speak and write effectively
- Build strong partnerships with Foundation staff, consumers and community service agencies
- Prepare written reports
- Use resources efficiently and wisely
- Work flexible hours to meet program requirements
- Communicate in English and Spanish preferred

EXPERIENCE/EDUCATION/LICENSE REQUIREMENTS:

- Bachelor's Degree in Social Work, Psychology, Family Studies, or a related field, and at least one year working with at-risk families, or an Associate's degree in the above and at least two years' experience working with at-risk families.
- Understanding of family systems and child development.

OTHER GENERAL REQUIREMENTS:

- Qualified employees who are interested in applying must first notify their current Supervisor of their intent to apply for another job opening within ESBF for informational purposes
- Qualified employees must have held their current position with ESBF for a least twelve (12) consecutive months and, have a satisfactory performance record and have no disciplinary actions during the last twelve (12) consecutive months
- Must submit a valid Fingerprint Clearance Card on hire OR pass a Criminal History Background Check prior to beginning employment and submit an active Fingerprint Clearance Card after hire.
- Maintain a current valid driver's license, proof of insurance, and a driving record that meets ESBF requirements

TO APPLY:

Email resume and cover letter directly to hr@blake.easterseals.com. In the Email Subject Header include the Position and/or location you are applying for.

Easter Seals Blake Foundation is an Equal Opportunity Employer