

Family Support Specialist

Part Time – ¾ Time

Family & Children's Counseling Services, Inc. is looking for a compassionate and detail-oriented person to provide supplemental support services to families who receive services with our organization. This role is a cross-over position that involves contact with key staff from our Supervised Visitation Program and our Therapeutic Program.

Must meet qualifications and pass background check, according to law - see details below.

Under the direct supervision of the Program Director, the Family Support Specialist's responsibilities are as follows:

RESPONSIBILITIES:

- Evening and/or weekend shifts are required
- Demonstrate a strong sense of healthy personal and professional boundaries (example: not prone to people pleasing or taking things personally in a sensitive or challenging professional setting)
- Collaborate with key staff in the research, development, implementation, evaluation, and refinement of supplemental support services (psychoeducational groups, behavior coaching, and client events)
- Travel to facilitate visits at off-site destinations including surrounding counties for start-up phases as part of an overall growth strategy
- Act as a neutral third party, allowing non-custodial parents safe access to their child/ren for the time allowed by the Court
- Follow laws, guidelines and policies regarding all aspects of job duties
- Communicate and collaborate with FCCS staff regarding visit schedule, quality of services, documentation, client status updates, and progress
- Establish and maintain relationships with custodial/guardian, non-custodial (visiting) parent, and child/ren
- Coordinate schedules and provide respectful face-to-face, online and phone interactions
- Model positive attitude, behavior and language
- Respond appropriately to issues as they arise
- Attend staff meetings, trainings and community events, as scheduled

WORKING CONDITIONS:

While performing job duties, the employee will be sitting, standing, reaching and documenting via electronic or hand-written methods. The employee will be in an office and/or out in the community. Employee may experience weather conditions while in the community.

This position requires the ability to see, hear, and communicate with clients. Reasonable accommodations may be made to qualified employees to assist them in performing job duties.

QUALIFICATIONS:

- Physically, emotionally and mentally capable of interacting with children from 0-17 years of age
- Physically, emotionally and mentally capable of handling difficult situations and personalities
- Ability to maintain professional boundaries with respect, including having conversations to enforce boundaries and say “no” with confidence
- 1-2 years’ experience working in a childcare, family services, legal, criminal justice or related setting
- Proof of State-required Standard 5.20 and Family Code 3200.5 training (or willingness to attend training)
- Current Pediatric CPR and First Aid Certification (or willing to become certified during initial training process)
- Current TrustLine registration
- Valid driver’s license, access to an insured motor vehicle, and a clean driving record
- Previously completed college-level child development, psychology, criminal justice, or related coursework
- Cultural competency and/or domestic violence training preferred
- Ability to lift and carry 25 pounds
- Ability to engage in bending, lifting, twisting and reaching
- Have a demonstrated ability to work independently and as part of a team
- Strong attention to detail (for observation and documentation)
- Ability to communicate in English- verbal and written skills
- Bi-lingual encouraged to apply

Additional Requirements: **California-** These requirements are State mandated and cannot be waived. **Other states-** These requirements are preferred but not mandated by State law.

- At least 21 years of age
- Have no record of a conviction for driving under the influence (DUI) within the last five years
- Not have been on probation or parole for the last 10 years
- Have no record of a conviction for child molestation, child abuse, or other crimes against a person
- Have no civil, criminal, or juvenile restraining orders within the last 10 years
- Have no current or past court order in which you have been subject to a supervised visitation order
- Current Immunization records
- Must pass current applicable clearances
- Willing to commit to a minimum of one year

\$19-23 / hour, 20- 30 hour per week

Please note: You will need valid U.S. work authorization to join us, as we are not able to offer sponsorship at this time.

FCCS is an Equal Opportunity Employer

Employment opportunities are, and shall be, open to all qualified applicants solely on the basis of their experience, aptitudes and abilities. It is the policy of Family & Children’s Counseling Services, Inc. to grant equal employment opportunity to all applicants and employees without regard to race, color, national origin, marital status, disability, Vietnam Era Veteran status, age, religion, political affiliation, gender or sexual orientation. FCCS is committed to providing a fair, equitable, diverse and inclusive work environment. We welcome candidates that will promote and value diversity and exercise teamwork and collaboration.

FCCS is an equal opportunity employer. Please visit the FCCS website at www.HealPlayLove.org.

Applicants must meet the qualifications stated in job posting.

HOW TO APPLY: Send your resume to hr@healplaylove.org with the subject heading “Family Support Specialist” and the geographical area desired.

NO PHONE CALLS PLEASE. FCCS cannot respond to each inquiry or application. If you are selected for an interview, you will be notified by email or phone.

Job Type: Part-time

FCCS Offers:

- Flexible Schedules with Work-Life Balance
- 401k (Retirement) Plan with Company Matching
- Professional Development and Training
- Career Growth Opportunities
- Cellphone or Tablet Stipend
- Travel Reimbursement

OFFER ACCEPTANCE (only sign when requested)

I have read and agree to the job description. I am willing to be trained and will comply with the above-mentioned criteria. I will ask my supervisor questions if I have any.

Signature / Date

Printed Name