



I. Job Description

POSITION: Family Support Specialist/Parent Educator

PURPOSE: The primary role of the Family Support Specialist (FSS) is to promote and support the development of parenting skills through regular home visits and parenting classes. In the Home Visitor role, the FSS provides individualized teaching, role modeling, and support. In the Parent Educator role, the FSS provides community-based educational workshops designed to strengthen the caregiver's confidence and competence as a parent. In all situations, the FSS is tasked with a commitment to culturally competent, trauma-informed, family-focused services.

RESPONSIBLE TO: Program Supervisor

REQUIRED DUTIES:

- Provide in-home visits with families identified as needing an increase in parent/caregiving and life skills and/or support in identifying and accessing community resources using SafeCare Augmented Home Visiting Model
- Establish SafeCare Baselines Assessments/Trainings
- Provide ongoing family support, including but not limited to:
 - Developing effective parent/caregiving skills
 - Improving problem solving abilities
 - Increasing knowledge of health and safety issues
 - Developing effective behavior management techniques
 - Strengthening knowledge of life skills such as budgeting, nutrition or home safety
 - Increasing knowledge of and access to community resources
 - Promoting understanding of parent/caregiver and child development
 - Implementing techniques to enhance the family unit through instruction and demonstration
- Maintain accurate case documentation and administrative records to ensure accountability and quality of work with families
- Participate in all Parent Aid staff meetings, including but not limited to reflective supervision
- Perform assessment with the family in their homes as soon as feasible following notification of need by completing ASQ's
- Serve as an advocate for families and support Parent Aid's efforts in the community through outreach activities, event participation, and information sharing
- Assist with ongoing family recruitment and referral activities
- Participate in continuing education and training. Must obtain 30 hours of approved training annually/Set Professional Development Plan
- Available for non-traditional hours including extended evenings and/or weekends if needed for family participation
- Facilitate parent/caregiver education classes, workshops and/or groups
- Perform duties required of grant funder to include, but not limited to data collection, outreach, screening, etc.
- Other duties as assigned and deemed necessary



REQUIREMENTS:

- Bachelor's degree in relevant field or minimum 5 years relevant field experience
- Professional and/or volunteer experience in social and family services
- Bilingual English/Spanish preferred
- Valid driver's license, agency required auto insurance, reliable car
- Must pass Department of Public Safety Fingerprint Clearance background check
- CPR/AED Certification before working with families
- Complete SafeCare training within 30 days of hire