



Family Support Specialist

Healthy Families Athens

Overview of Responsibilities

The Family Support Specialist (FSS) is responsible for initiating and maintaining regular weekly, bi-monthly, monthly and quarterly home visits with families assigned to their caseload. Each visit occurs on the floor and will last a minimum of one hour. The FSS's role will be as a supportive partner who facilitates a secure attachment relationship between parent and child. FSS will use intervention strategies that are strength-based, family centered and designed to establish a trusting relationship between FSS and parent(s). FSS will also assist families in enlarging their support system; increase their ability to problem-solve and establish and accomplish short-term goals. The FSS reports to the Program Manager or Clinical Supervisor.

Specific Responsibilities

1. Direct Service:

- Visit with each level one family for at least one hour per week
- Provide emotional support and use active listening skills during visits
- Prepare and facilitate home visits using all components of the GGK curriculum.
- Support positive parent-child interaction and a secure attachment relationship between parent and child.
- Make referrals to community resources
- Model and teach families effective problem-solving skills
- Support families to engage in appropriate preventive medical care for themselves and their children.
- Keep regular visit schedule with families based on their level
- Maintain a professional, supportive relationship with families throughout the course of service
- Maintain confidentiality and respect for each parent and child as unique individuals.

2. Indirect Service:

- Establish a case plan with goals, objectives, and activities with supervisor.
- Attend Family Support Worker training sessions and GGK training
- Participate in individual weekly reflective supervision (minimum 1 ½ hour)
- Participate in monthly Reflective Consultation Groups
- Attend monthly in-services and trainings
- Assist in planning and implementing group activities for families.
- Notify supervisor of any concerns regarding child abuse reports, families missing visits, potential problems, safety issues and any other questions regarding the program

3. Program Implementation:

- Complete all necessary documentation within the time frame indicated in the program policy
- Complete visits with families or transfer family to another visitor before terminating employment.
- Keep scheduled visits with families and let them know if you will be late or need to reschedule.
- Commit to 40 hours per week, with the possibility of a non-traditional work hours. (i.e. visits that occur after 5 PM)

4. Other responsibilities:

- Attend monthly staff meetings
- Assist in special projects, fundraisers and office duties as needed
- Other duties as assigned by supervisor.

Selection Criteria

- Have reliable transportation (*mileage rate and reimbursement*)
- Must be willing to work in (*counties served*)
- Experienced in working with families with children 0-3 years of age
- Knowledge of normal child growth and development and parent-child relationships
- Ability to provide services that are strength-based and family centered even in a chaotic and stressful family environment.
- Ability to learn and practice basic supportive skills while maintaining personal and programmatic boundaries
- Non-judgmental and accepting of diversity
- Knowledge of community resources and supports
- Able to function with long-term, on-going projects and assignments, does not need immediate feedback or results for personal validation
- Strong interpersonal skills and able to relate to individuals who may not share basic commonality, including value system and behavior norms.
- Believes in and can advocate for nurturing, nonviolent discipline of children.
- Experienced in working with culturally diverse communities and families and able to be culturally sensitive and appropriate.
- Demonstrates good writing and organizational skills.
- Proficient use of computer and other software programs.

Qualifications

- Minimum of a high school diploma or equivalent
- Experience in working with or providing services to children and families
- An ability to establish trusting relationships
- Acceptance of individual differences
- Experience and willingness to work with the culturally diverse populations that are present among the site's target population
- Knowledge of infant and child development
- Open to reflective practice (i.e. has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.)
- Infant mental health endorsement level I or II preferred