



## **Family Support Specialist Job Description** **40 hour/week, non-exempt**

**Prevent Child Abuse Athens (DBA: Brightpaths)** is looking for a passionate, dynamic person to make a difference in the community by partnering with parents as a family support specialist. You can impact lives and inspire change right in your own backyard. Brightpaths serves Clarke, Oconee, Oglethorpe, Madison, and Jackson counties. 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. The FSS's role will be 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.

### **Essential Functions:**

1. Direct Service:
  - Build trusting relationships with families to engage and retain families in the program.
  - 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 (in-person and virtual visits)
  - 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 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.

**Performance/Physical Requirements:**

- Willing to work in Clarke, Oconee, Madison, and Oglethorpe Counties
- Experienced in working with families with children 0-5 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
- 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 excellent writing and organizational skills.
- Proficient use of computers, word processing, and other software programs.

**Qualifications:**

- Minimum of a high school diploma or equivalent with three years' experience. Bachelor's degree in Social Work, Counseling, Psychology, or other related field is preferred.
- Infant mental health endorsement level I or II preferred
- Must a valid driver's license, proof of auto insurance, and a safe driving record and reliable transportation
- Bilingual in English and Spanish is preferred but not required.
- Pass a background check

Apply at [brightpathsathens.org/jobs](http://brightpathsathens.org/jobs)

For more information or questions, please contact [info@pcaathens.org](mailto:info@pcaathens.org)