



Bilingual Family Support Specialist and First Steps Screener Job Description

40 hour/week, exempt

Prevent Child Abuse Athens (DBA: Brightpaths) seeks an articulate, organized and self-reliant, and collaborative candidate to serve new parents and families in Athens and the surrounding areas. This position will be responsible for working with local hospitals, WIC clinics, and other various community partners to screen and assess new parents for the risk of child abuse and neglect. This position will also be responsible for completing home visits and all managing a 25% caseload with Healthy Families. This position is bilingual and requires fluency in English and Spanish.

Essential Functions:

Family Support Specialist (25%):

- Manage a caseload for a 25% FSS.
- Build a trusting relationship with families and complete the required number of home visits.
- Use a trauma-informed approach to engage and retain families.
- Complete all required evaluations timely.
- Enter all data into Geohvis data system within 2 business days.
- Provide referrals to families as needed

First Steps Screener (75%):

- Assist with First Steps screens at local hospitals.
- Work with local WIC staff to screen pregnant and new moms that are coming for WIC appointments and build relationships with WIC staff.
- Coordinate referrals with local OB/GYN and pediatrician offices.
- Screen families with the First Steps screen, share information from the parent packet, and link families to additional community resources, including Healthy Families home visiting service.
- Enter all screen information into GEOHVIS data system and refer to appropriate program.
- Keep an accurate log of incoming screens.

- Receive referrals from community partners.
- Effectively engage eligible families into Healthy Families.
- Be able to engage parents into conversations and promote programs positively.

Other Responsibilities:

- Attend Healthy Families trainings
- Attend weekly individual supervision
- Attend staff meetings and group supervisions.
- Complete all documentation according to policy
- Assist with other agency projects and represent PCAA in the community as needed
- Notify supervisor of any concerns regarding child abuse reports, potential problems, or safety concerns.
- Effectively communicate the benefits of participating in the programs.
- Build and maintain positive relationships with the hospitals and community partners.
- Use creative outreach in establishing contact with families who may be resistant to services.

Performance/Physical Requirements:

- Excellent interpersonal and communication skills
- Ability to empower and nurture staff and families appropriately
- Knowledge child development, parenting skills, and child abuse and neglect
- Ability to maintain accurate and up to date documentation on clients
- Ability to be non-judgmental, show compassion, empathy, and humility
- Organizational skills and attention to detail
- Excellent time management
- Ability to maintain confidentiality
- Effectively engage families and build a trusting relationship.
- Use active listening skills to assess parents for risk factors.
- Be familiar with community resources.
- Be non-judgmental and work with a variety of families, including those in crisis
- Proficiency in areas of time management, organization, and communication skills.
- Flexible schedule required
- Self-motivated and able to keep deadlines for data entry for grantors
- Ability to lift 30 to 50 lbs

Qualifications:

- Bilingual in English and Spanish Required
- Bachelor's degree in child development, education, social work or any related field from an accredited institution preferred.

- Minimum of a High School Diploma and 3 years of experience working with families and children.
- Experience in child development, education, social work or any related field required.
- Preference given to applicants with experience in screening and assessment.
- Excellent communication skills.

Apply at brightpathsathens.org/jobs

For more information or questions, please contact info@pcaathens.org

Benefits and Salary:

- Flexible office hours and work from home opportunities
- Health Insurance provided, with 75% of premium paid by employer
- Paid time off for sick and vacation, as well as Federal holidays, floating spiritual, cultural and birthday days off
- Mental health benefit includes therapy costs covered by employer
- Opportunity for performance based bonuses annually
- Computer and other technology provided
- Reimbursable mileage
- Phone stipend
- Competitive pay commensurate with experience