

**Redwood Community Action Agency**  
**Community Services Division**  
**JOB ANNOUNCEMENT**

**POSITION TITLE: Family Support Specialist I**

**STATUS:** Fulltime and Part-time positions available / complete benefit package for fulltime and paid vacation, sick & holidays on a pro-rated basis for part-time

**PAY RATE:** \$13.50/hr.

**AVAILABLE:** Immediately

**DEADLINE:** Open until filled; interviews will take place in an on-going manner as qualified applicants are received.

**APPLICATION PROCESS:**

*Required employment applications* are available at [www.rcaa.org](http://www.rcaa.org) or RCAA 904 G Street, Eureka. Incomplete applications or resumes without an application will not be considered.

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**POSITION PURPOSE**

Under the general direction of the Community Services Division Director and the direct supervision by the Program Coordinator or their designee, the Family Support Specialist I is responsible for providing the daily link with program clients and assisting in maintaining the stability and structure of our programs. The Family Support Specialist I provides individual assessments, sets client goals, and facilitates as well as participates in therapeutic, educational and enriching activities designed to assist the specific cognitive, physical, social, and emotional needs and development of our families.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

- Provide direct supervision of residents and assist as necessary in activities of daily living, 75-80% of the scheduled work time.
- Teach and assist families to increase independent daily living skills, pro-social behaviors and support clients to reduce maladaptive coping skills and behaviors.
- Provide 1:1 therapeutic services to children in the community and at their home settings, specific to their treatment plan goals and objectives.
- Support healthy, positive relationships and attachments between parents and children through teaching opportunities, positive reinforcement and behavioral interventions.
- Protect client confidentiality and provide for client safety.
- Work in tandem with the Family Services staff, Case Management team and Clinician to plan and facilitate daily recreational and therapeutic activities and interventions for families.
- Participate in treatment team meetings and provide observational data to assist in developing and implementing family-centered and individualized treatment goals.
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- Maintain Title XIX (Medi-Cal) case notes, records and program compliance data.
- Participate in maintenance and upkeep of RCAA Family Services facilities.
- Participate in staff trainings, meetings and in-service opportunities as directed.
- Participate in reporting and database management tasks as assigned.
- Perform job-related errands and tasks in the community; other duties as assigned.

## **JOB REQUIREMENTS**

### Knowledge of and Experience With:

- Effective methods of Social Work focusing on the issues of homelessness, trauma, addiction, treatment, recovery and harm reduction strategies.
- Rapid Re-Housing and Permanent Supportive Housing models and processes with obtaining and sustaining housing in rural communities.
- Motivational interviewing techniques and theories.
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### Ability To:

- Work effectively under pressure with an ability to manage multiple client appointments and needs, and compose timely case notes.
- Work independently and with minimal supervision.
- Work well in a team approach and collaborate effectively with other agencies and providers.
- Build therapeutic rapport with individuals of various cultures, ethnicities, viewpoints, life experiences, socioeconomic status and methods of communication.
- Establish and maintain cooperative and effective relationships with agency staff, funding source representatives and the local service provider sector.
- Communicate effectively in written, electronic and oral forms.
- Read, write, speak, and understand the English language.
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## **MINIMUM QUALIFICATIONS**

- BA degree in Social Work, Sociology, Psychology or related field (equivalent experience may be substituted for education on a year-for-year basis)
- At least (1) year experience working with at-risk youth and their families; or experience with multiple issues including homelessness, mental illness, domestic violence and substance use disorder.
- Must be able to work flexible hours that may include evenings, weekends and holidays.

## **OTHER REQUIREMENTS**

- Must have means and capacity to perform job related duties with personal vehicle, as will be required, and must have proof of current automobile insurance.
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- Must be able to adhere to mandatory overtime policy, as required by staffing ratios and programmatic needs.
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## **ESSENTIAL PHYSICAL ABILITIES**

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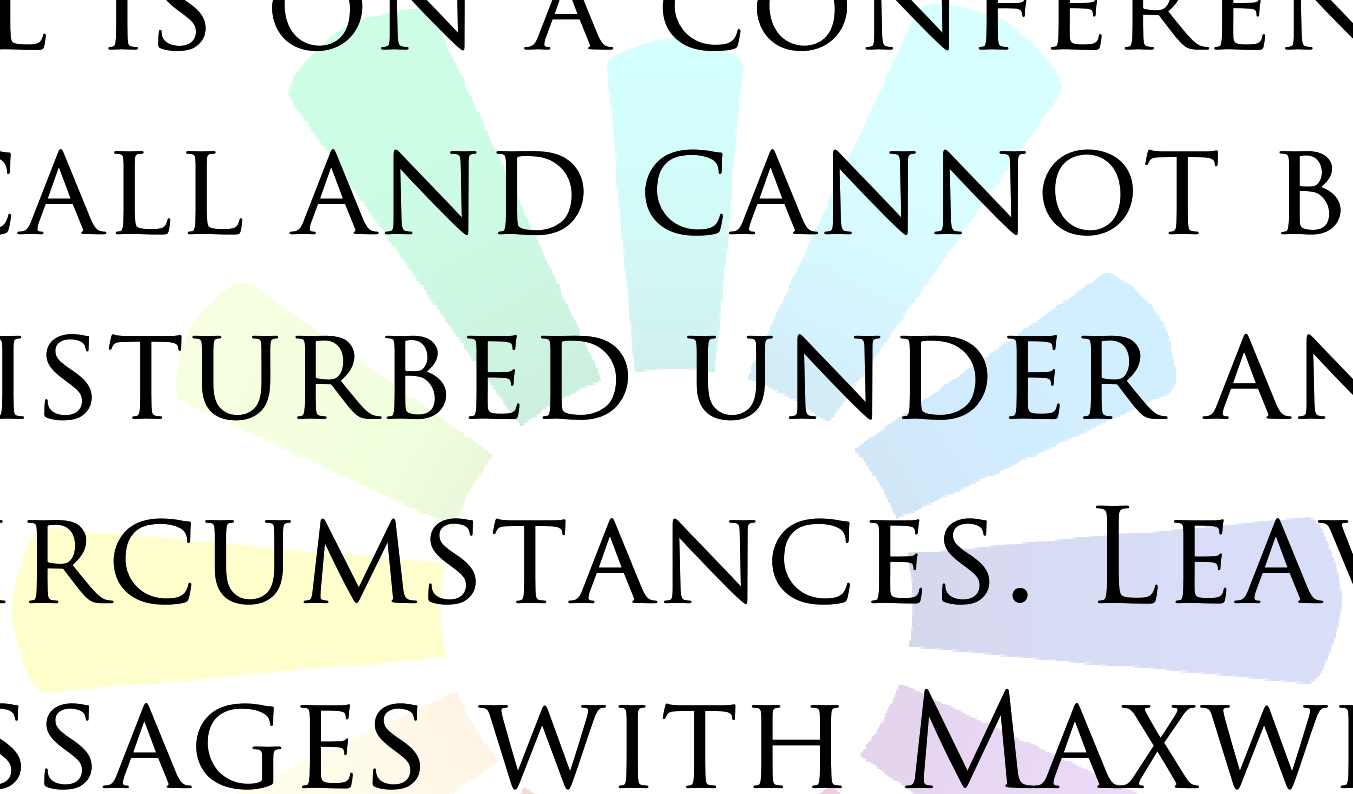
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THANK YOU!