**REDWOOD COMMUNITY ACTION AGENCY**

**Family Services Division / Multiple Assistance Center (MAC)**

**JOB ANNOUNCEMENT**

**POSITION TITLE: FAMILY SUPPORT SPECIALIST**

**STATUS: 1 fulltime and 2 part-time positions (fulltime has health benefits)**

**PAY RATE $11.50 hour**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled; interviews will take place as qualified applicants are received.**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org) **or at RCAA, 904 G Street, Eureka**

**NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted.

**POSITION PURPOSE**

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

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Provide direct supervision of residents and assist as necessary in activities of daily living.
* Teach and assist families to increase independent daily living skills, pro-social behaviors and support clients to reduce maladaptive coping skills and behaviors.
* 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 with the Service Coordinator to plan and facilitate daily recreational and therapeutic activities for families.
* Participate in treatment team meetings and provide observational data to assist in developing and implementing family-centered treatment goals.
* Maintain accurate clinical documentation regarding client function and progress toward treatment goals, in compliance with Federal, State, and local regulations.
* 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.
* Interviewing techniques and theories.
* Basic networked computer skills.
* Group dynamics and facilitation. Staff development and community building.
* Local community resources and services in relationship to client needs.

Ability To:

* Work effectively under pressure, with an ability to manage multiple client appointments and compose timely case notes.
* Work independently and with minimal supervision.
* Work well in 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.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**MINIMUM QUALIFICATIONS**

* One year of experience with at-risk children 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.
* Experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance/background checks including child abuse index with acceptable results.
* Proof of current (within 1 year) negative TB test, or willingness to obtain one.
* Valid First Aid and CPR certification or willingness/ability to become certified.
* Personal telephone or other effective means of communication.

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively.
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form.
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment.
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position.
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***