**Redwood Community Action Agency**

**Community Services Division / Adult & Families Programs**

**JOB ANNOUNCEMENT**

**POSITION TITLE: Family Support Specialist I/II**

**STATUS:** Fulltime and Part-time positions available / fulltime comes with a complete benefit package

**PAY RATE:** $14.00 - $15.00 D.O.E.E. (depending on education and experience)

**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 and instructions for submitting your application materials are available at [www.rcaa.org](http://www.rcaa.org) / a cover letter and resume are highly recommended

**PLEASE NOTE:** Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Incomplete applications will not be accepted

RCAA is an **“Essential Business”** that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

**POSITION PURPOSE**

Under the general direction of the Community Services Division Director and the direct supervision by the Program Manager 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.
* Maintain accurate clinical documentation regarding individual client function and progress toward treatment goals, in compliance with Federal, State, and local regulations.
* 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.

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**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.
* 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 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.
* Insure and protect Agency, employee, program and client confidentiality and safety.

**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.
* Possession of California Driver’s License with current DMV printout showing acceptable driving record.
* Must be able to adhere to mandatory overtime policy, as required by staffing ratios and programmatic needs.
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results.
* Valid First Aid and CPR certification or willingness/ability to become certified.
* Must have a home or cell phone with the ability to take voicemail messages.

**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***