Healthy Families Family Support Specialist –Douglas Co

**Child Services Division**: Budgeted Hours: 40 hours per week; 52 weeks per year

**Closing Date**: Open until Filled

**Salary**: $13.04 - $18.01

Plus generous benefit package, retirement, PTO

**ATTENTION**: Candidates selected for interview MUST be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submission to the Child Care Division with processing fee. The on-line link for the CCD199 is: [http://www.oregon.gov/EMPLOY/CCD/pages/online_application_informationpage.aspx](http://www.oregon.gov/EMPLOY/CCD/pages/online_application_informationpage.aspx). Please allow 4-5 days for on-line application, 1-2 weeks for mail in-state results; 6-8 weeks for out-of-state results.

**THE POSITION**: Initiate and maintain long-term and comprehensive home visits and support services to high-risk parents with children 0-3 years old. Home visits are family-centered, strength-based and will focus on building trusting relationships, strengthening parent-child attachment, improving the family’s support systems and protective factors, in addition to partnering with parents to assess and promote healthy growth and development.

**Essential Functions of the Job**: 1. Applies working knowledge of parent-child interactions, child development and the dynamics of child abuse and neglect to teach nurturing parenting skills and positive discipline techniques, reduce family stress, help parents learn problem-solving and coping skills by practicing active listening. 2. Refer families to appropriate community agencies and maintains knowledge of community resources. Acts as an advocate for families by collaborating with social service agencies and promotes interagency coordination to and from partner agencies. 3. Establish family plans to meet individual family needs. 4. Administers developmental assessment tools to monitor progress of child development and parent-child interaction skills. 5. Maintain accurate, complete and confidential records and records client observations and activities in a timely manner. 6. Participates in regular staff meetings, case conferences with Supervisor, in-service training and community meetings. 7. Report and documents incidents of suspected child abuse and neglect to DHS and Supervisor within 24 hours of incident. 8. Respect the confidentiality of information about Healthy Families children and families, staff and personnel issues and agency operations.

**MINIMUM QUALIFICATIONS**: AA degree in Child and Family Services with (early education credits) or AA in Early Education and a minimum of one year of experience working with families in a home-based setting and with culturally diverse populations OR a combination of one or more if willingness to enter into professional development plan at beginning of service to obtain requirement as set forth by program director. Infant Mental Health endorsement level 1 or 2 preferred. Basic knowledge in adult instruction and/or coaching techniques and strategies. Current driver’s license is required with driving record to be provided at time of interview. At the annual performance evaluation, or more frequently if determined to be necessary by the program director, driving records will be discussed with employees whose work duties require operating a motor vehicle. At time of hire, must complete criminal background check through UCAN HR. Within 30 days of employment, must acquire a first aid card and renew as necessary to keep current. **DRIVING RECORD**: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow up to 2-3 days for delivery and longer for out of state.

In addition to the above, applications will receive further evaluation based on the following: **Knowledge of**: Considerable knowledge of child development; considerable knowledge of educational curriculum and development of child progress plans for 0-3 years of age, depending on group assigned to. **Skill in**: Observing, identifying and recording children’s levels of development; basic use of computers. Skill in adult learning principles and family dynamics. Skill in evaluating social service needs of families and linking families to appropriate resource in order to meet identified needs. **Ability to**: Establish trusting relationships, accept and respect individual differences, work with diverse populations, maintain professional boundaries and be open to reflective practices (i.e.: have capacity for introspection, communicate awareness of self in relation to others, recognize the value of supervision, etc.) Communicate effectively in both oral and written forms; make decisions independently in accordance with established policies, and use initiative and judgment in carrying out tasks and responsibilities; follow instructions, work within a team structure; estimate time and materials to manage time efficiently; multi-task; be detail oriented, establish and maintain records, reports, and statistical data; represent Healthy Families in a variety of settings; maintain confidentiality; utilize problem identification and resolution techniques; remain calm and use good judgment during confrontational or high pressure situations; use large and small group leadership skills; courteously meet and deal effectively with coworkers, children, families and the public. **PHYSICAL DEMANDS AND WORK ENVIRONMENT**: Work will require bending, keyboarding, lifting and carrying up to 5 pounds (occasionally up to 60 lbs.), sitting, standing and walking. Work is typically performed under reasonable good working conditions. Work requires frequent mental and/or visual attention.

**SUBMIT COMPLETED UCAN APPLICATION TO**:

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
541-492-3913 FAX 541-492-3921
Application on website: [www.ucancap.org](http://www.ucancap.org)

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