



## Healthy Families – Family Support Specialist Douglas County, OR

LOCATION: ROSEBURG, OREGON

SALARY: \$18.10 - \$27.10

**Full Time Position / Position works 40 hours per week. Applicants with bilingual capabilities in English/Spanish (preferred) can receive Bilingual Pay Differential.**

**The Family Support Specialist** Initiates and maintains 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 JOB DUTIES**

**Under the direction of the Healthy Families Program Manager, the Family Support Specialist:**

- 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, and help parents learn problem-solving and coping skills by practicing active listening.
- Refers 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.
- Administers developmental assessment tools to monitor progress of child development and parent-child interaction skills.
- Maintains accurate, complete and confidential records, and records client observations and activities in a timely manner.
- Participates in regular staff meetings, case conferences with Supervisor, in-service trainings and community meetings.
- Reports and document incidents of suspected child abuse and neglect to DHS and Supervisor within 24 hours of incident.
- Respects the confidentiality of information about Healthy Families children and families, staff and personnel issues and agency operations
- Regular and consistent attendance as required. Flexible work hours could be required with some evening meetings.

### **POSITION REQUIREMENTS**

#### **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.
- This position requires driving. At time of appointment, must possess valid Oregon driver's license. Out of state license holders are required to obtain Oregon driver's license within 30 days of hire. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- Successful completion of background check with the Central Background Registry.  
[https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml\\_fwd\\_s7](https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml_fwd_s7) Submit receipt of enrollment with application.



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- 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.
- Within 30 days of employment, must acquire a CPR/first aid card and renew as necessary to keep current.
- Evaluating social service needs of families and linking families to appropriate resources in order to meet identified needs.
- 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. Able to work occasional evenings and weekends. Work in a safety-conscious manner and be aware of surroundings at all times.
- This position requires bending, occasionally lifting and carrying between 1 and 25 pounds. Reaching, walking, carrying, sitting, stooping, keyboarding, pushing and hearing voice conversation. Frequent mental and/or visual attention.

**DOWNLOAD AND SUBMIT completed application and any other required documentation to:**

[ucan.employment@ucancap.org](mailto:ucan.employment@ucancap.org)

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: [www.ucancap.org/careers/](http://www.ucancap.org/careers/)

Phone: 541-492-3913 FAX: 541-492-3921

**UCAN is an Equal Opportunity  
Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources [ucanhr@ucancap.org](mailto:ucanhr@ucancap.org)