



CHILD AND FAMILY RESOURCE SPECIALIST

Job Description

STAFF MEMBER:

POSITION: Child and Family Resource Specialist

JOB FAMILY: Recovery Support Services

POSITION TYPE: Full time, hourly, non-exempt.

PAY BAND: Hourly 1

REPORTS TO: Director of Recovery Support Services

RESPONSIBILITIES/SUMMARY:

Provides support, expertise and guidance to establish, re-establish and/or strengthen relationships between participants and their children. Supports the development of participants' parental role, enabling them to navigate current familial systems, including CPS and foster care. Serves as a program team member and provides input to staff in decisions regarding participants and their children.

COMPETENCIES:

1. Ethical conduct/practice – Be familiar with relevant Codes of Ethics.
2. Organized – Must have good organizational skills and be able to balance and prioritize responsibilities.
3. Self-care – There are inherent risks associated with work in the recovery field, and with children and families in particular. To protect against these risks, individual must have good boundaries, engage in regular supervision and self-care.
4. Participant engagement – Individual must be non-judgmental, empathetic, genuine and trustworthy.
5. Communication – Individual must possess strong communication skills and ability to build rapport and trust amongst participants.
6. Flexibility – Individual must be able to adapt to changing environment, culture, and processes. Must possess creativity to advance our organization and humility to continually grow and learn from others.
7. Decision making – Can recognize and respond to risk, crisis and emergency

- indicators affecting client welfare and safety
8. Team work orientation – Ability to effectively collaborate with other departments, staff and participants.
 9. Computer skills in Excel, Outlook, data entry, and Microsoft Word

ESSENTIAL FUNCTIONS:

1. Coordinate with other community groups, agencies and resources to develop cooperative programs and maximize the use of available community resources.
2. Coordinate and link participants with services in the community as it relates to their children's social, educational, medical and emotional needs.
3. Provide support, expertise and guidance to establish, re-establish and/or strengthen relationships between participants and their children.
4. Support the development of participants' parental role, enabling them to navigate current familial systems, including CPS and foster care.
5. Serve as a program team member and provide input to staff on decisions regarding participants and their children.
6. Facilitate or coordinate group activities and events (Spring Festival, Santa Party, etc.). Some activities will take place during evening and weekend hours. Must be able to work flexible hours.
7. Coordinate and arrange all child visitations at both campuses.
8. Develop and implement parent and child needs assessments to assist in developing service plans and goals for parents and their children.
9. Communicates with other staff about relevant child and family issues and how they impact a participant's recovery program.
10. Supports other departments through attending functions, meeting with visitors and explaining the Child and Family Program.
11. Maintain appropriate documentation of services provided. Develop, track and report outcome measures.
12. Serve as role model for participants.

REQUIRED EDUCATION AND EXPERIENCE:

BSW or equivalent preferred; and/or five years of related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about 12-Step recovery programs and family dynamics. Must possess a thorough understanding of early recovery issues and familiarity with area resources for families.

Computer skills are necessary.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid outside weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hand to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl, and taste or smell. The employee must occasionally lift and/or move more than 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

LANGUAGE SKILLS:

Must have the ability to read, analyze, and interpret common documents; the ability to respond to common inquiries or complaints from clients, or members of the community; and the ability to effectively present information to top management, public groups, and/or board of directors.

Good interpersonal skills and ability to use appropriate language with participants, staff, and peers.

TRAVEL:

This position requires travel to community engagements and or meetings.

APPROVAL SIGNATURES:

Staff Member

Date

Supervisor

Date

Executive Director

Date