



Job Description

Family Specialist

Overview:

The role of a Family Specialist is to walk alongside families during the most critical period of their child's life to provide support, education and empowerment. Beyond Blue Family Specialists serve mothers who are pregnant, or have an infant up through one year, who are at risk of or experiencing post-partum or perinatal depression. Services include home visits, support groups and education classes to support family stability.

Essential duties:

- Case Coordination
 - Build and maintain positive, cooperative and effective relationships with families and colleagues.
 - Facilitates Parent-Child Interaction Groups, Parent Education classes, and support groups.
 - Perform home visits and provides crisis counseling for clients with the goal of child safety, family stability and parent education.
 - Make referrals and build relationships with other service providers to support client and monitor progress
 - Serves as on-call supervisor
 - Sets up respite plans for families, as appropriate and monitors time used
 - Maintains complete client files with referrals and case notes
 - Administers all necessary surveys (Edinburgh & Program Outcome Surveys)
 - Administers Ages and Stages Development and Social Emotional Assessment services
 - Enters program data into Crisis Nursery databases
- Outreach and Collaboration
 - Represents the organization at speaking engagements, meetings and outreach events
 - Collaborates with other community agencies and organizations
 - Provides tours to the community and shares about Crisis Nursery services and programs
 - Attends staff and team meetings
 - Writes testimonials about work with clients for use in publications and reports

Position Qualifications:

- Education and Training:
 - Master's degree in Social Work, Human Services Field, Child Development, Early Childhood Education from an accredited school or equivalent
- Experience:
 - Three to five years work experience with children, at least two of which are in institutional or other residential group care programs or equivalent
- Knowledge:

- Advanced level of knowledge of early childhood development principles and practices
 - Advanced knowledge of database management
 - Advanced level of knowledge of MS Word, Excel, Outlook and PowerPoint
 - Intermediate level of knowledge of early childhood laws, regulations, and licensing
 - Basic knowledge of principles of continuous quality improvement
- Skills:
 - Excellent leadership and interpersonal communication skills
 - Excellent skills in identifying and managing measurable goals and objectives
 - Excellent skills in verbal and written communication, problem solving, and multi-tasking
 - Excellent skills in cultural and linguistic sensitivity
 - Excellent skills in protecting extremely confidential information and quickly processing information
 - Excellent time management and organizational skills and the ability to prioritize
 - Excellent database knowledge and data entry skills
 - Ability to manage changing and conflicting priorities
 - Deductive and inductive reasoning

Psychological Considerations:

- Fast paced environment
- Changing priorities
- High stress level
- Large volume of interruptions