

Keweenaw Family Resource Center Position Description

Title: Family Support Specialist (Home Visitor)

Reports to: *Build UP Families!* Program Manager

Effective Date: January 1, 2021

Objective: To provide concrete support and referrals to families during times of need through one on one support, referrals sessions, small group activities and home visiting. During Home Visits the Family Support Specialist must follow the prescribed child development curriculum. Home visits will require face-to-face interactions in the family home and may last up 1.5 hours. Virtual, phone and out of home visits may be approved on a case by case basis.

The *Build UP Families!* Family Support Specialist will:

- Provide child development, parent education and family support to families through home visits and one-on-one family support interventions.
- Work with other staff to plan and facilitate parent-child socializations and group activities.
- Assist families with connecting to the appropriate services for their individualized needs.
- Coordinate with KFRC staff and collaborative partners to support service coordination.
- Serve as a positive liaison with other home visiting programs including Early Head Start and Early-On.
- Promote and educate staff, families and collaborative partners about early childhood services and community resources including KFRC and *Build UP Families!*
- Update supervisor on family needs, missed visits, and family demographic changes and report progress, status of program elements weekly.
- Complete all paperwork, assessments and data reports as required or recommended.
- Complete required trainings including the Parents as Teacher Model (training provided).
- Maintain professional development training log.
- Attend reflective supervision meetings, training and staff meetings.
- Interact with families in individual, group and special event settings.
- Be assigned responsibilities related to general KFRC operations including open hours at the Tree House Indoor Playground and Baby Closet.
- Obtain and keep First Aid and CPR certificate up to date.
- Obtain and keep CDA (or equivalent) up to date.
- Abide by KFRC policies and procedures.

Skills needed:

- Knowledge and ability to utilize computers and related technology efficiently.
- Knowledge and understanding of child development and early childhood education.
- An understanding of ethics and boundary issues and how they pertain to home visits.
- Good communication, organization and time management skills.
- Thorough knowledge of community resources, such as infant mental services, special education resources, or other programs that support families.
- Ability to work collaboratively and independently.
- Ability to communicate in both written and verbal forms.
- Ability to maintain accurate records and reports.
- Ability to plan and meet deadlines.
- A clear understanding of the mission, policies and procedures of KFRC.

Qualifications:

Keweenaw Family Resource Center Position Description

- A minimum of 4 years of college and/or a CDA completed (or in progress) and two years of experience working with children and families.
- Must have a valid Michigan driver's license without restrictions and without a conviction related to drinking and driving within the last 5 years.
- Have reliable transportation
- Must pass a criminal background check.
- Must have a negative TB test and be retested annually.