

## **PARTNERSHIP FOR CHILDREN OF JOHNSTON CO., INC.**

**Position:** Family Support Specialist

**Reports To:** Family Services Manager

**Classification:**

**Department:** Family Resource Center

**Effective Date:** 12/20/2021

**Salary Grade:** 8

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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### **Primary Objective:**

Positively influence parent and family well-being, improve parenting confidence and competence, improve parent-child relationships and interactions, and promote child behavioral, social, language, and cognitive development by providing comprehensive services to families and their young children to assure families have the knowledge and resources necessary to be successful parents, as well as promote the overall mission of the Partnership throughout the county.

### **Essential Duties and Responsibilities:**

- Use family support principles for guiding the ways in which families are treated and involved in programming and supports
- Implement highly technical, evidence-based programs for family support, such as Incredible Years, Kaleidoscope Play and Learn, Triple P, Circle of Parents and/or Nurturing Parenting.
- Design and lead implementation of additional high-quality programming for families.
- Assess family needs using assessment tools, such as Protective Factors.
- Develop comprehensive family development plans and guide progress
- Provide family coaching and mentoring demonstrating effective parenting strategies.
- Provide written and/or oral information to families regarding other available resources and services.
- Orientation of families and community agencies to the services provided by PFCJC.
- Recruit potential families for parenting programs.
- Develop new family and community resources.
- Direct oversight of interns in Family Support Programming.
- Maintains records of all activities, technical assistance, training or other services in hard copy as well as in a designated database.
- Prepare and maintain written reports and documentation of compliance with assessment tool standards, program standards, and reports requested by supervisor.
- Contribute to parent/provider newsletter.
- Act as liaison between the Partnership, families and community agencies.
- Work with other professionals to improve the health and safety of children.
- Responsible for creating and promoting a customer friendly atmosphere within PFCJC, Inc.

- Assist or participate in monitoring and ongoing evaluation of services.
- Participate in community outreach efforts for PFCJC, Inc. Supports The Partnership for Children of Johnston County and advocates for quality childcare.
- Other duties as assigned by management.
- Maintains complete confidentiality at all times.

**Education and Experience:**

- Bachelor's Degree in Child Development, Early Childhood Education, Human Services or other related field plus three years of paid experience working with families and/or young children or a combination of education and experience. (Master's Preferred)

**Knowledge and Abilities:**

- Demonstrate competencies in the following areas(s): Child development, family studies, early intervention, community resources and service related agencies.
- Understanding of current theory and practices of family support and best practices for young children.
- Other Professional Development Requirements include training in Strengthening Families, Foundations of Early Learning and Development Standards (FELDS) and Cultural Competence.
- Strong commitment to improving the lives of young children and their families
- Ability to present information effectively in writing and orally, and to communicate and collaborate effectively with people from diverse backgrounds
- Must be a self-starter, reliable and dependable to manage own schedule.
- Ability to establish and maintain effective working relationships with families, volunteers, supervisors, colleagues, private providers and community agency personnel
- Flexibility in accepting job related tasks as agency needs arise.
- Ability to work independently, as well as in a team environment
- Computer Literacy
- Ability to respect the value of time of self and others through attendance/punctuality
- Ability to demonstrate initiative and personal integrity in work conduct.
- Flexibility of schedule for nights and weekends
- Valid NC Driver's License
- Knowledge of Johnston County preferred, estimated 25% travel time in county.
- Fluency in Spanish preferred

**ADA**

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and /or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer terminal and do extensive reading.