

DOWN EAST PARTNERSHIP FOR CHILDREN

POSITION: Family Services Specialist V

REPORTS TO: Family Services Program Manager

CLASSIFICATION: Non-Exempt

HOURS PER WEEK: 40 Hours

DATE: _____

APPROVED: _____

Executive Director

PRIMARY PURPOSE:

Implements multi-week parent-child playgroup sessions to: 1) provide children with basic skills critical to success; and 2) provide families with hands-on learning about child development and skill building in positive interactions and behavior management techniques. Delivers Triple P Seminars, Discussion Groups, Level 2 Brief Primary Care and Level 3 Primary Care as needed. Assists with staffing DEPC's Family First line each week and assists families with any needed child care referrals and accessing community resources. Follows monthly outreach plan for distribution of both Consumer Education and SNAP-ED information and resources to families.

ABILITIES NEEDED:

- Strong understanding of child development and/or early childhood education
- Respect for all children and their families and a sincere desire to interact positively with them
- Able to work independently as well as function as part of a team
- Able to work collaboratively with parents and with community agencies
- Excellent organizational skills, attention to detail
- Able to manage multiple tasks
- Listening and facilitation skills
- Strong oral and written communication skills
- Proficient computer skills

WORK EXPERIENCE REQUIREMENTS/CERTIFICATIONS:

- At least three years' experience in child development, early childhood education, social work, human services or a related field
- Experience working directly with children ages 0-5
- Experience providing parent/family education
- Strong understanding of child and family development, family systems theory and practices and family support principles and practices.
- Current CPR and First Aid Certification

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ESSENTIAL RESPONSIBILITIES:

Play & Learn groups

1. Serves as a resource specialist to help families participating in Play & Learn groups to obtain needed information, especially parenting (Triple P), child development, healthy eating, active play and special needs services. Refers families to appropriate resources as needed.
2. Plans and implements all scheduled Play & Learn groups; provides families with take home activities.
3. Scores children's Ages and Stages questionnaires, enters scores in Family First and provides any supplemental materials/ideas/activities to help with child's development.
4. Makes necessary community referrals on behalf of families and tracks referral information in Family First System.

Family First Line:

1. Serves on DEPC's Family First line for an average of 2 days per week.
2. Assists families (both walk-ins and telephone calls) with child care referrals and information on available community resources and health/nutrition (as needed).
3. Shares consumer education outreach information with community stakeholders on a coordinated monthly basis.

Other:

1. Provides support to Family Services team for planning and implementation of other Family Service activities (IY, Circle of Parents, Triple P, Consumer Education, Family First)
2. Stays current and informed about community resources, child development and playgroup best practices, playground safety and use of natural learning environments, developmental disabilities and support group best practices.
3. Attends training as needed and/or required by funder or program requirements, which may include out of town travel.
4. Attends and actively participates in the Child Care Resource and Referral Advisory Committee.
5. Attends Family Services Program staff meetings, DEPC program and staff meetings and DEPC staff retreats, which may include out of town travel.
6. Other duties may be assigned as deemed appropriate by the Executive Director, Program Director or Family Services Program Manager

EDUCATION:

- Minimum: A Bachelor's degree in child development, early childhood education; or equivalent education and/or experience or combination of experience and an associate's degree in child development

PHYSICAL REQUIREMENTS:

- While performing this job the employee is:
 - Frequently required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms; and talk or hear
 - Periodically required to stand; walk, stoop, kneel
 - Occasionally required to lift up to 25 pounds
- Specific vision abilities required by this job include: close vision and the ability to adjust focus to operate the computer
- The position requires the ability to periodically work under time pressure