



## Family Support Specialist

**Department:** Program - Social and Emotional

**Job Status:** Full-Time

**FLSA Status:** Exempt

**Reports To:** Director of Student & Family Support

**Travel Required:** Between Campuses, Home visits

**Positions Supervised:** N/A

**Work Schedule:** August through June, following school calendar

**M-F 7:45 a.m. - 4:15 p.m.** with 30 minutes for lunch **(As an exempt employee, one can reasonably expect to work more than the core hours stated).** Hours may include facilitation or assistance with parent education opportunities from 5:30 p.m. – 7:00 p.m. during the school year.

---

---

### MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

### POSITION SUMMARY

Coordinate the development, implementation, and evaluation of Family support services to Small Steps families.

---

---

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statements

*Planning, Development, and Program Oversight*

- Coordinate and oversee the development, implementation, and evaluation of Parent Education program to Small Steps families
- Connect families to supports, empowering families to advocate on behalf of themselves and children and assisting with the facilitation of family engagement activities/events that promote parent/family involvement in education

### *Training and Collaborative Partnerships*

- Cultivate partnerships with community resources providing mental health and family support
- Develop in-depth understanding of community resources through research, involvement in community planning and advocacy groups
- Assist Small Steps families in accessing services within the community-removing or minimizing both real and perceived barriers to access
- Build community partnerships in order to build program awareness
- Adhere to ethical practice guidelines identified by national and state licensing agencies (e.g. Texas Department of Family Services)

### *Family Services*

- Build relationships with families at both schools to partner in meeting their needs
- Assist with modeling and training to parents on SET for Life philosophy and behavioral strategies used at the center
- Consult with parents and facilitate psychoeducation groups/seminars as appropriate
- Plan, implement and track all aspects of the parent education component of our program
- Partner with other schools to support families process school transitions and school choice process
- Oversee and maintain an up-to-date database of community resources for both campuses
- Assist in the coordination and execution of alumni-related events and relations

### *Student Services*

- Provide direct care as needed

### *Teacher Services*

- Assist with training teachers on social and emotional program and intervention techniques during teacher in-services and throughout the school year
- Consult with teachers on SET program implementation of SET for Life as a philosophy within the Small Steps community

### *Other Program Support*

- Participate in regularly assigned carpool duty
- Track appropriate metrics as assigned by Director of Student & Family Support for grants
- Other duties as assigned by the Director of Student & Family Support

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.

## SKILLS & ABILITIES

### Education:

Bachelor's Degree (social work or related field) preferred

Community Health Worker (or related certification will be considered)

### Experience:

5 plus years of experience working with children and families

Bilingual (Spanish)

Knowledgeable of Houston area resources, Medicaid, SNAP, and TANF preferred

Experience working in an educational setting a plus

Knowledge of early childhood development and trauma preferred

### Computer Skills:

Microsoft Office

### Certifications & Licenses:

Certifications in relevant therapeutic modalities a plus (i.e. Triple P, Conscious Discipline, RBT.)

## PHYSICAL DEMANDS

<b>N (Not Applicable)</b>	Activity is not applicable to this position.
<b>O (Occasionally)</b>	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
<b>F (Frequently)</b>	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
<b>C (Constantly)</b>	Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	F	<b>Lift/Carry</b> 10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	O	21-50 lbs	O
Reach Outward	O		
Reach Above Shoulder	O	<b>Push/Pull</b> 12 lbs or less	O

Speak

F

13-25 lbs

O

### **WORK ENVIRONMENT**

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

I can perform the essential functions of this job with or without accommodation.

---

---

Employee  
Signature: \_\_\_\_\_

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

Supervisor  
Signature: \_\_\_\_\_

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

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.