



Job Title	Family Support Specialist	FLSA Status DOL Status	Non-Exempt Full-Time
Program/Department	Early Childhood Services	Supervisor Responsibilities	No
Reports To	Family Engagement Supervisor	CEO Approval Date	09/12/2023
Work Schedule	Office Hours follow business hours and may vary with supervisor approval; may include occasional evening and weekends.		

Must pass required background check, and meet TB and Physical requirements

POSITION OVERVIEW

The Family Support Specialist (FSS) supports child and family relationships by identifying strengths through the family goal setting process. The Family Support Specialist collaborates within a multidisciplinary team to support early childhood best practice in sustaining developmentally sensitive, relationship-focused, hope centered and trauma informed service delivery. The Family Support Specialist utilizes appropriate systems and tools to assess, plan and deliver appropriate activities designed to identify and support family/child strengths and challenges, develop and meet family goals, and to support the learning and growth of all children and families.

All employees and volunteers are expected to be sensitive to our clients’ cultural and socio-economic characteristics, reflect Sunbeam Family Services core values and to perform at Sunbeam’s standards of excellence at all times.

ESSENTIAL FUNCTIONS

- Promote and contribute to a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures, beliefs, abilities, and experiences.
- Support and individualize the physical, social-emotional, and cognitive development of each child in the classroom
- Demonstrate capacity for providing developmentally sensitive, evidence-based, hope centered and trauma informed relationship-focused evidence-based/informed services and supports.
- Exemplify the values expected within the program and promote the mission of the organization.
- Support the recruitment, intake, and enrollment of families in Early Childhood Services in coordination with the ERSEA (enrollment) team.
- Actively engage in ongoing developmentally sensitive, hope centered and trauma informed relationship building with families through regular conversations and interactions.
- Timely and accurately complete Family Needs Assessment in collaboration with families to identify supports and guide parents in family goal setting while tracking progress of the family.
- Plan, coordinate, and facilitate interdisciplinary parent engagement activities, meetings and educational opportunities for families in accordance with Head Start Program Performance Standards (HSPPS) family needs assessment.
- Facilitate regular meetings/staffings to engage in intentional and collaborative problem solving with the Mental Health-Education-Family Support multidisciplinary team.

- Promote and enhance the parent-child relationship, using Conscious Discipline principles, to support families as life-long learners and advocates for their children.
- Support teaching staff in educational home visits, promoting home-school connection.
- Conduct health and wellness checks to ensure safety of child/family and make referrals as needed in accordance with HSPPS standards.
- Monitor and document child attendance, working with families to develop attendance plans as needed in accordance with HSPPS.
- Actively collaborate with ERSEA (enrollment) team to obtain documentation for eligibility determination and enrollment requirements.
- Support ongoing health requirements in collaboration with Health Advocates.
- Ensure regular, ongoing, and documented communication with families.
- Perform record keeping and run reports in a timely and accurate manner.
- Respect the confidential nature of Personally Identifying information (PII) that may need to be shared.
- Ensure that all reports and records are maintained accurately and promptly complying with all applicable confidentiality laws and regulations, including but not limited to HIPAA and FERPA.
- Represent Sunbeam in community collaborations and events as directed by supervisor.
- Promote culturally sensitive practice.
- Promote, encourage and display examples of leadership for clients, co-workers, and community.
- Travel locally as required in the performance of responsibilities.
- Perform other appropriate and related responsibilities as assigned by supervisor, Senior Program Director, Chief Program Officer or Chief Executive Officer.

JOB QUALIFICATIONS

	Minimally Required	Preferred
Education	Bachelor's degree in Family Studies, Social Work, or a related field	Master's degree in Family Studies, Social Work, or a related field
Certification		Family Development Credential (FDC)
Experience	Experience in social services or related field	Two (2) years of experience in related field Experience working in Child Plus

<p>Skills Knowledge Abilities</p>	<p>Caring and compassionate attitude when interacting with and caring for children and families</p> <p>Excellent command of English language and grammar, both verbal and written</p> <p>Able to exercise good judgment and t handle stress appropriately</p> <p>Willingness to work with high-risk, low-income communities</p> <p>Accepting interpersonal approach that reflects cultural sensitivity to the unique and diverse experiences of families served</p> <p>Process, protect and exercise discretion in handling confidential information and materials</p> <p>Able to work as a cooperative and supportive interdisciplinary team member</p> <p>Able to effectively and respectfully communication and support diverse families, professionals and community groups</p> <p>Intermediate knowledge of computer operations and applications and the ability to master other computer technology/software programs, as needed</p> <p>Good organizational and time management skills</p> <p>Must work independently and collaboratively in a team environment</p> <p>Valid Oklahoma driver's license and state required vehicle insurance for any vehicle used in performance of job duties</p> <p>Able to travel and work evenings and weekends as required by the job</p> <p>Local travel required plus work some evenings and weekends, as required by the job</p>	<p>Knowledge and understanding of Child Plus</p> <p>Knowledge and understanding of Head Start Performance Standards and state and local childcare licensing requirements</p> <p>Advanced computer database and Microsoft software application knowledge</p> <p>Bilingual Spanish/English speaking ability to interact with children and families from multilingual homes</p>
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WORKING CONDITIONS

Physical Demands
 While performing the duties of this job, the employee is required to frequently communicate with staff and others, and must be able to exchange accurate information when doing so. Must be able to endure remaining in stationary position for extended periods (up to 50% of workday).and occasionally move about inside the office to access file cabinets, office equipment, attend meetings, etc. The employee must also be able to interact closely and safely with small children in various positions. Must be able to communicate verbally with children, able to perform tasks such as feeding children, changing diapers, lifting children from

floor or other surfaces. Occasionally must be able to move or lift up to 50 pounds at a time. Must be able to detect, discern, distinguish, observe, inspect and compare.

Work Environment

The employee will work in office and school environments, may work in close quarters with other staff. The noise level in the work environment varies from moderate to loud; frequent chaotic situations will occur, characteristic to working with children ages 0 – 5 years. Employee must expect exposure to strong odors such as soiled diapers and clothes, and poor hygiene. May come into contact with childhood diseases and blood on occasion.

Other

The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. These statements are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel or candidate and may be subject to change at any time. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Sunbeam Family Services is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We are committed to fair and equal in all its employment practices for persons without regard to race, ethnicity, color, creed, age, gender, sexual orientation, gender identity or expression, pregnancy, religion, disability or degree thereof, national origin, domestic/marital status, political affiliation or opinion, veteran status, HIV status, AIDS status, genetic information, and any characteristic protected by federal, state, or local laws.

SIGNATURE

By signing this job description, the employee/candidate affirms that they possess the knowledge, skills, and abilities necessary to perform the essential functions of the job as stated above, with or without reasonable accommodation. It is also understood that employment with Sunbeam is considered “at will,” meaning that either Sunbeam or an employee may terminate the employment relationship at any time with or without cause or notice. This job description does not and is not intended in any way to create a contractual employment relationship. Sunbeam may also change this job description and the expected duties from time to time at its sole discretion.

Employee/Candidate PRINTED Name		
Employee / Candidate Signature		Date: