



JOB DESCRIPTION

<u>TITLE:</u>	Family Resource Specialist
<u>CATEGORY/DEPT:</u>	Strengthening Families Department
<u>REPORTS TO:</u>	Child Welfare Program Manager
<u>REPORTING STAFF:</u>	None
<u>STATUS:</u>	Full-Time Exempt

AGENCY OVERVIEW:

Westside Children's Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

WCC contracts with the Department of Children and Family Services (DCFS) to protect at-risk children and strengthen families. The Family Resource Specialist position provides high quality in-home, case management services and linkages for families. The Family Resource Specialist position works collaboratively with community partners, participates in coordination of family events, and conducts community outreach.

ESSENTIAL JOB DUTIES:

- Provide in-home case management services to clients in the Prevention and Aftercare program
- Provide support and client coverage in all Strengthening Families programs to include Family Preservation and RSS
- Conduct initial intake with clients and complete intake documentation
- Complete case management needs assessment to determine appropriate service plan
- Complete development of service plan and ensure quarterly updates
- Administer Ages and Stages Questionnaires, Protective Factors Surveys, and Adverse Childhood Experiences Screenings
- Assist in coordinating mental health services
- Locate appropriate referral resources within the community
- As needed coordinate resources for children with special needs including assistance with the IEP and IFSP advocacy process
- Provide clients with linkages to needed resources/services and follow up to ensure successful outcome of identified need
- Collaborate with other professionals on the case, including DCFS, Probation, WIN, EHS and any mental health provider
- Monitor, review, document and communicate clients' progress, strengths, and needs in a

- timely and accurate manner
- Attend staff meetings, individual and group supervision, case reviews, and trainings
- Facilitate parent groups as needed, including skills for parenting and domestic violence groups
- Collaborate with key partner agencies for referrals, and parental support; ensure successful partnership and documentation of outcomes
- Conduct community outreach to promote programs and services available at WCC and solicit referrals
- Assist in coordinating Prevention and Aftercare community events and family activities
- Assist in coordinating and supporting community forums with stakeholders to include monthly Community Collaborative Meetings and Community Action Group (CAG) Meetings
- Maintain confidentiality of clients and obtain and maintain on file legal releases of information when needed
- Comply with all applicable federal, state and county regulations, policies and procedures
- Evening and weekend hours may be required
- Staff must believe in and act in accordance with both the agency's and the program's mission statements
- In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

QUALIFICATIONS & EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors' Degree in Social Work, Psychology, Special Education or a related field
- 2 years working with Children and Families, or equivalent experience
- Bilingual – English/Spanish required
- Ability to work in a supportive team environment
- Ability to work and communicate with a diverse group of families
- Experience with community outreach, event organizing, working with families and children in a community setting preferred
- Knowledge of child abuse/neglect prevention
- Excellent written and oral communication skills
- Home visitation experience desired
- Knowledge of community resources and experience with interagency collaboration preferred
- Ability to work independently, flexible, strong organizational skills, and commitment to teamwork
- Basic computer skills required – Word, Excel, Software applications
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical and PPD risk assessment
- Class "C" driver's license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

Westside Children's Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.

FOR CONSIDERATION:

Send cover letter and resume to hr@westsidechildrens.org