



## **Family Support Specialist**

**Part-Time, 20 hours per week**

**Non-Exempt**

**Reports to Director of Programs**

**Pay Range: \$23.02 - \$24.04, annualized \$23,951 - \$25,000**

### **Summary**

The Family Support Specialist is responsible for managing a caseload of no more than 40 families located at partner site. This position provides ongoing, individualized support services to children and families enrolled in Head Start/Early Head Start (HS/EHS). The Family Support Specialist works to ensure families receive comprehensive, coordinated support services with a focus on prevention. The Family Support Specialist partners with families to promote a strong parent-child relationship and works collaboratively with families of young children to identify strengths and needs. The position serves as an advocate for families and builds the necessary relationships in the community to provide appropriate linkages and resources for further support.

### **Essential Job Duties**

- Partner with families to identify strengths and needs, and to develop family goals.
- Make regular partner site visits.
- Collaborate with CNE Intake & Eligibility team to maintain/increase enrollment in the partner site's classroom.
- Conduct Family Support Specialist intake enrollment meetings before a family is enrolled in the program.
- Liaison between families and partner sites.
- Ensure HS/EHS requirements are met.
- Collaborate with CNE staff to facilitate enrollment in other CNE programs .
- Support and encourage parental involvement in the child's growth and development.
- Promote parental involvement in Policy Council, Parent Committees, and Health Mental Health Services Advisory Committee.
- Maintain knowledge of, and collaborative working relationship with, community organizations, and proactively refer families to needed services.
- Maintain and track data in ChildPlus in Family Services, Health, Attendance, and the Program Information Report (PIR).
- Complete monthly reporting as required.
- Maintain confidentiality of family records and information.

### **Other Requirements**

- Attend and participate in regular CNE activities.
- Ensure completion of 7.5 hours of professional development.
- Bilingual employees are asked to assist with translation/interpretation to the best of their abilities.
- Other duties as assigned.

### **Required Qualifications**

- Bachelor's degree, credential or certification in Social Work, Human Services, Counseling, or Family Services.
- Can be enrolled in education program that is similar to above.
- 1-2 years' experience working with at risk families with children from birth to five.
- General knowledge of current local, state, and national resources, services, and benefits programs, including services and programs specifically for families.
- Strong ability to relate well with children and adults.
- Intermediate skills with computer applications and the ability to learn other technology/software programs as required.
- Attentive to detail, organizational skills, and time management.
- Ability to communicate clearly both orally and in writing.
- Ability to exercise independent judgment and make sound decisions.
- Must have reliable vehicle, valid driver's license, and current auto insurance.
- Must be able to work a flexible schedule to accommodate family and program needs.
- Respect and acceptance of diverse individuals and communities.
- Criminal background check, child abuse and neglect screening, and TB and immunization health screen.

### **Working Conditions**

- Will work primarily at partner sites, in families' homes, and office setting.
- May be asked to participate in CNE, and job-specific events, as needed, which may include evening and weekend hours.

### **Physical Abilities**

- Office environment with exposure to moderate noise levels.
- Walking, standing, and moving around.
- Travel to various local locations.

### **Direct Reports**

- None

Childcare Network of Evanston is committed to creating a welcoming work environment and is proud to be an equal opportunity employer of all protected classes, including veterans and individuals with disabilities. Women, racial and ethnic minorities, individuals with disabilities, and veterans are encouraged to apply. CNE will not discriminate against anyone with a protected status under federal, state, or local law. Thank you for your interest in the position. We will contact you if your qualifications align with the requirements for this role.

Please submit your cover letter and resume to: [cne-hr@childcarenetworkofevanston.org](mailto:cne-hr@childcarenetworkofevanston.org)