



## Family Resource Specialist II

### Children's Board Family Resource Centers in East County

639 E. Alexander St., Plant City, FL 33563

To apply email resume with cover letter to Champions for Children at: [hr@cfctb.org](mailto:hr@cfctb.org)

**JOB SUMMARY:** The incumbent will work under the guidance and direct supervision of the Center Manager. The position will provide support and assistance to optimize the services provided to members of the community through Center programming, and will contribute the follow up and implementation of best practices through all the programs and activities that take place at the Center.

#### ESSENTIAL FUNCTIONS:

- Assist the Center Manager with all coordination and implementation duties, as assigned. Supports the efforts of the Family Resource Specialist and monitor implementation of programs, as necessary.
- The primary distinction of the Specialist II position is to support a contractual obligation and perform targeted outreach in the community.
- Develops and implements adult, family and children's programming, including housekeeping duties, and on site supervision of children during adult activities programmed by the Center. Assists in the development and implementation of the Center/Program calendar as necessary.
- Coordinates with community agencies seeking to obtain community input in Center activities; strives to implement events and activities that are relevant and specific to program objectives and goals of the Children's Board Family Resource Centers.
- Demonstrates flexibility in the work schedule in order to support the hours that the Center is open and in response to the needs and schedules of the families served.
- Links families to community resources as necessary, with special emphasis on linking children to a medical provider whenever necessary and appropriate.
- Performs activities that support all program participants that may include, but not limited to: completing forms, interacting with multiple agencies and systems, advocacy, skill development and enhancement training, and life skills, as required.
- Assists the Center Manager in the development of a site-specific Family Community Advisory Council and conducts established meetings; documents meetings and prepare necessary reports/minutes. Assists in assessing individual and community assets and strengths. Also identifies needs and wishes of the community and takes them to the Center Manager for possible implementation. Helps identify leaders within the community that can assume roles in the implementation of this governance body.
- Attends community-networking meetings as assigned or necessary; offers feedback to Center Manager.
- Follows agency and program requirements, policies and procedures relative to the proper establishment, handling and storing of client records. Understands and complies with confidentiality guidelines. Complies with employer's requirements regarding accuracy, completion, and timeliness of documentation.
- Assists the Center Manager in the monitoring process of data collection and enter into the data base.
- Participates in scheduled trainings as required to fulfill or enhance requirements of the position.
- Manages time and resources effectively through good organization and prioritization of work and through use of positive problem solving skills.
- Travels as required for trainings and meetings; mileage is correctly documented, compiled and submitted monthly for reimbursement.
- Collects data required for reports. Cooperates and/or completes reports as required.
- Complies with job preparedness requirements by participating in agency/program/position- related trainings as required, within the time parameters established by policies and procedures.
- Works within the framework of Five Protective Factors and the Principles of Family Support.
- Performs other related duties as assigned.

**QUALIFICATIONS & EXPERIENCE:**

- Minimum - Bachelor's degree in a social service related field and at least one year of experience working with a family empowerment model.
- Experience working under the Principles of Family Support; working with infants and families, preferred.
- *The bachelor degree requirement may only be waived after three years or more of proven quality experience working in the Children's Board Family Resource Center Program. Family Resource Specialists I must formally apply for the Specialist II position with their Provider Agency.*

**REQUIREMENTS:**

- Must be sensitive to the socioeconomically and culturally diverse population served.
- Must complete a Level 2 background check and drug screen.

**LICENSES & CERTIFICATIONS:**

Valid Florida driver's license and operative vehicle required; proof of vehicle insurance must be submitted.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and understanding of basic childcare practices and developmental activities.
- Knowledge of community based resources.
- Ability to follow written and verbal instructions.
- Ability to develop problem-solving skills.
- Ability to establish and maintain effective working and verbal relationships with others.
- Ability to develop good listening skills. Ability to establish a trusting relationship with families.
- Ability to be non-judgmental.
- Ability to foster self-sufficiency and independence in families.
- Ability to provide quality documentation as required by agency standards, rules and regulations.
- Ability to contribute to a positive workplace environment.

**COMPETENCIES & PROFESSIONAL DEVELOPMENT:**

- Annual Training Requirements: Complete all training required by the Provider Agency and Healthy Start Coalition.
- On-going Training Requirements: Self-development and improvement.
- Knowledge, Skills, Abilities & Competencies: Computer literate, knowledge of community resources, able to speak and translate from English to Spanish in written form. Ability to be creative and self-driven with minimum supervision required.

**ESSENTIAL PHYSICAL SKILLS:**

- Visual: Ability to safely operate a motor vehicle, read printed materials, and to make observations of physical facilities as regards to safety.
- Hearing: Ability to understand and comprehend spoken dialogue in individual and group settings (with or without hearing device).
- Ability to communicate clearly and effectively.

**ENVIRONMENTAL CONDITIONS:**

- Works indoor in a Center/office environment; occasionally travels for trainings and meetings.
- May also travel to follow up case management and/or to other Centers/offices, as required.



*Champions for Children, Inc. is the Managing Agency for the Children's Board Family Resource Centers in East County and an equal opportunity employer. Hiring, promotion, transfer, compensation, benefits, discipline, termination and all other employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, age, disability, national origin, citizenship/immigration status, veteran status or any other protected status.*

EOE/DFWP/Smoke-free workplace/campus

Posted 3/10/17