

# Children's Board Family Resource Centers

Position located at Children's Board Family Resource Centers in North Tampa  
116 W. Fletcher Ave, Tampa, FL 33612

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

## Family Resource Specialist - Part-time (25 hours per week)

**JOB SUMMARY:** Under the leadership of the Center Manager, this person supports and strengthens families through the focus areas of the Children's Board Family Resource Centers (CBFRC). The Family Support Specialist connects families with community resources, assists with community outreach and engages families in Center-driven programs/activities; flexible hours, which includes some nights and weekends (1 to 2 Saturdays per month) is required.

### ESSENTIAL FUNCTIONS:

- Assist in development and implementation of family support programming
- Refer and link families to appropriate programs and community resources as needed
- Perform daily operating procedures
- Work to support Center and collaborative outcomes
- Orient new families to the Center services and environment
- Assist families with completion of applications to community services and/or programs
- Coordinate and facilitate Center-driven programming and events
- Provide families with referrals and follow-up via phone and in-person
- Enter information into database and ensure records are updated
- Support partner agencies with program registration and follow-up
- Support the efforts of all staff
- Ensure Center is a safe warm welcoming environment for all
- Complete mandatory training as assigned by CBFRC lead organization
- Follow all CBFRC Policies and Procedures
- Maintain cooperative working relationship with co-workers, supervisors, families, partners and the community
- Maintain confidentiality of all information at all times
- Work within the framework of the Five Protective Factors and the Principles of Family Support Practice
- Perform targeted outreach as needed
- Other duties as assigned

### QUALIFICATIONS & EXPERIENCE:

- Minimum of HS equivalency required
- Proficient in Microsoft: Word, Excel, Outlook, PowerPoint
- Excellent organizational, time management, customer service and communication skills
- Experience working with families in a volunteer or professional capacity preferred
- Communicate effectively both verbally and written in English and Spanish preferred
- Must pass level II criminal background check and drug screening
- Valid Florida driver's license, insurance and reliable transportation
- Ability to travel within Hillsborough County

### ESSENTIAL PHYSICAL SKILLS:

- Ability to play with small children on the floor
- Requires cleaning, lifting/moving tables, chairs, and small items up to 25 pounds
- Ability to clean, mop, empty trash and retrieve toys from the floor



*Champions for Children, Inc. is the Managing Agency for the Children's Board Family Resource Centers in North Tampa 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*



Children's Board  
HILLSBOROUGH COUNTY

FAMILY  
RESOURCE CENTERS