



Family Resource Specialist – Part Time Children's Board Family Resource Centers

JOB SUMMARY: Empowering families to be self-sufficient, increasing their literacy skills, promoting healthy choices, connecting families with community resources, assisting with community outreach and engaging families in center driven programs/activities. Work flexible hours which includes some nights and weekends.

ESSENTIAL FUNCTIONS:

- Assist in development and implementation of adult, family and children's programming.
- Supervise children during play time and other times as needed.
- Maintain Center furnishings and equipment.
- Refer families to appropriate community resources.
- Document services, maintain records, complete reports, purchase supplies.
- Input data into a data base system.
- Demonstrate excellent customer service skills while performing all duties of the position.
- Communicate effectively both verbally and in writing.
- Complete training and other duties as assigned.

EDUCATION:

- Minimum of high school equivalency required.
- Associate or Bachelor's degree preferred.

EXPERIENCE:

- Strong computer skills required.
- Experience working with families in a volunteer or professional capacity preferred.
- Experience and willingness to embrace the Five Protective Factors and the Principles of Family Support, able to develop working, trusting relationships.

EOE/DFWP/Smoke-free workplace/campus

Applicants should apply via the website: <https://www.childrenshomenetwork.org/employment>

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