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| **Hours per week** | 40 hours per week (1.0 FTE) |
| **Supervised by** | Program Supervisor |
| **Location** | Springfield Relief Nursery |
| **Wage range** | $ 25.45- 27.00 depending on qualifications |

**Overview**

The mission of the Relief Nursery is to prevent the cycle of child abuse and neglect through early intervention that focuses on building successful and resilient children and strengthening parents. Our staff work as a team to provide a unique array of comprehensive family support services from therapeutic classrooms to substance use disorder recovery support, that are easily accessible to parents with children. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

The Family Support Specialist plays a pivotal role in aiding families referred by the Oregon Department of Human Services Self-Sufficiency and the community. Their primary objective is to help families surmount challenges, enhance family stability, and foster increased self-sufficiency. Services offered encompass educating families on available community resources, aiding in scheduling appointments, completing necessary documentation, and providing parental education through in-home sessions and external referrals.

**Responsibilities for Family Support Specialist**

1. Participate in multi-disciplinary planning with each ODHS-referred family; work in collaboration with team members and other professionals involved with the family.
2. Accept and initiate contact within 24 hours for all referrals made by ODHS Family Coaches and the community, and make face-to-face contact with family within one week of the referral.
3. Maintain frequent oral and written contact with community partners, discussing as appropriate all accomplishments and any concerns regarding progress, and document accordingly.
4. Provide comprehensive bi-weekly in-person outreach services ranging from home visits to community support to assist families to achieve identified goals and access relevant community services.
5. Provide in home parent education.
6. Schedule an Intake with the family, considering the cultural and socio-economic background and complete Intake documentation.
7. Work with the family to set family goals, completing and managing all documentation and the client file in accordance with Relief Nursery Case Management and ODHS requirements
8. Participate in periodic Steering Committee with ODHS, client/s, Early Learning Division, other community based organizations to support planning and implementation.
9. Attend and/or facilitate Core Team meetings to review family and providers goals.
10. Participate in ODHS meetings regarding family when necessary.
11. May be some evenings and weekends depending on the family’s needs.
12. Complete all outcome data requirements, forms, and reports requested by ODHS & the Relief Nursery.
13. Perform other duties as assigned by ODHS and/or Relief Nursery supervisors.

**Minimum Qualifications**

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you are interested in applying, we encourage you to think broadly about your background and qualifications for the role.

1. Education & Experience: Bachelor’s degree or the equivalent in early childhood education, social work or a related field; or, 2 years of early childhood experience.
2. Bilingual in English and Spanish. Able to read and write in both English and Spanish.
3. Ability to exercise discretion, take initiative and respond effectively to emergent/crisis situations.
4. Organizational skills and professional judgment; dependability, flexibility and emotional stability.
5. Current Pediatric First Aid/CPR and Food Handler’s cards.
6. Exhibit dependability, punctuality, and strong time management skills.
7. Basic knowledge of child maltreatment indicators and prevention of abuse; must attend or have record of recent training of mandatory reporting.
8. Attend and participate in required supervision, staff meetings, trainings and support parent leadership meetings.
9. Must have reliable transportation and maintain valid Oregon Driver’s License; acceptable

driving record/ and additional insurance coverage.

1. Assist families in accessing community resources by providing transportation and/or accompanying them to agencies for support and advocacy.
2. Participate on committees and at meetings to represent the Relief Nursery and to develop collaborative partnerships with other community providers.
3. Attend trainings, workshops and conferences for professional development; perform additional duties upon request.
4. Cultural/linguistic competency as per relevant to assigned families
5. Ability to comply with all reporting, legal and meeting requirements as per contract

**Preferred Qualifications**

1. Home visiting experience of 2 years.
2. Step 8 or above in ORO
3. Experience and knowledge of Black /African American and/or Native American families.

**Knowledge, Skills & Abilities:**

1. Ability to communicate clearly in oral and written form in both English/ Spanish.
2. Complete all data and reports in a timely manner.
3. Skill in adapting and working effectively under pressure with a positive attitude and personal balance.
4. Ability to relate tactfully, confidently and nonjudgmentally with parents, children, community partners and staff of diverse backgrounds.
5. Skill in problem solving and developing creative approaches; working independently and as a team member.
6. Knowledge of community resources, child development, parent-child relationships, parenting models and intervention techniques with families.
7. Maintain documentation of contacts through completion of forms, data entry and monthly tracking reports.
8. Perform other duties as assigned by Relief Nursery Administration staff.

**Annual Benefits for Employees**

Relief Nursery employees working 30 or more hours per week enjoy the benefit of being a part of an organization that makes the world a safer and better place. A flexible work schedule and the benefits listed below round out the generous benefit package offered.

* Competitive Wage
* Medical Coverage (very low employee cost)
* Dental Coverage (very low employee cost)
* Flexible Spending Account
* Employee Assistance Program (EAP)
* 403(b) retirement plan with employer match
* 64 hours of paid sick leave per year, up to 128 hours of accumulated sick leave
* 5 weeks of paid vacation leave per year
* 2 paid personal days per year (add 1 additional day per each 5 years worked)
* Paid Holidays
* Paid Jury Duty time
* Mileage reimbursement
* Opportunity for internal growth and promotion, including access to professional development funds and training opportunities
* Public Service Loan Forgiveness (PSLF) qualifying employer

**Paid Holidays**

Martin Luther King Day

President’s Day

Memorial Day

Juneteenth

Fourth of July

Labor Day

Indigenous Day

Veteran’s Day

Thanksgiving Day and the day after

**Interested applicants, please email resume and cover letter to:**

**Thalassa Montemurro**

[**Thalamm@reliefnursery.org**](mailto:Thalamm@reliefnursery.org)

Pre-employment drug screen, criminal background check, DMV check, and proof of auto insurance required. Position will remain open until filled.

**Relief Nursery is an Equal Opportunity Employer and a Drug-Free Workplace**