



## Come Join Our Team!

**Do you enjoy working with families; helping to build a strong family support system and helping families reach healthy, obtainable goals? Then this job might be just what you are looking for!**

**CARE is looking for qualified individuals who have a passion to serve the community and help local families during the most precious time of the parent / child relationship. Check out more to see if you are the next member of our Family at CARE and Healthy Families of Tillamook County.**

### **NWOR / Healthy Families / CARE - Tillamook Family Support Specialist Job Description**

At CARE Inc. our Healthy Families Family Support Specialist's play a critical role in initializing and maintaining regular, long-term support and providing information to high-risk parents in Tillamook County. Using an Infant Mental Health model, home visits primarily occur in the family's home and typically last one hour. Visits are family-centered, strength-based and focus on establishing a trusting relationship, assisting in strengthening parent/child attachment and relationships, improving the family's support system, and increasing the family's ability to problem solve. Family Support Specialists are responsible for assisting the family in increasing protective factors, establishing family goals, optimizing their child's development through play, creating positive parent/child interactions, and participating in assessing the child's growth and development.

The Family Support Specialist provides comprehensive support, goal setting, and links to services, advocacy, and evaluation. The Healthy Families Supervisor supervises the Family Support Specialist.

**Compensation:** \$21.23-31.22 DOEE per hour / based on experience and education

**Hours:** 40 hours/week.

**Benefits:** This position qualifies for CARE's benefits package that includes health insurance, paid time off and holidays.

**Work location:** CARE Inc., Healthy Families | 2310 First St. (Annex) | Tillamook, OR 97141

**Application instructions:** All applicants need to email the following to [khedlund@careinc.org](mailto:khedlund@careinc.org) or drop off at the CARE office 2310 First St. Suite 2 | Tillamook, OR 97141:

- One-page resume with relevant work experience
- One-page cover letter
- 3 professional references

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## **POSITION SUMMARY:**

This position is responsible for identifying new birth families that will benefit from Healthy Families services through initial screening and stress assessment interviews and will provide intensive weekly home visiting services to new birth families identified through this process. Position involves interfacing with high need families, health care providers, community resources, and social service agencies. Work activities support program goals to promote healthy thriving children and strong, nurturing families, and to prevent child abuse and neglect.

## **QUALIFICATIONS:**

1. AA/AS in Early Childhood Education, Family & Life, Social Sciences or related field and 2 years' relevant experience, or minimum of High School diploma with 3 years of early childhood experience or a related field (health, social service, child development, infant mental health, etc.) including one year of comparable responsibility, must include knowledge of infant and child development.
2. Ability to communicate in a professional manner with children, adults, and co-workers in both verbal and written format.
3. Evidence of ability to work in a cooperative team manner and to follow directions and program policies.
4. Ability to work independently with minimal supervision.
5. Knowledge of infant/toddler/child development, family dynamics, family problems, stresses of parenting, positive and appropriate approaches to guiding children's behavior.
6. Skill in supporting families, active listening, and teaching positive parent-child interaction skills; crisis intervention.
7. Experience in working/engaging with reflective capacity including capacity for introspection, communicates awareness of self in relation to others and recognized value of supervision.
8. Infant mental health endorsement level 1 or 11 preferred.
9. Experience and humility to work with the culturally diverse populations that are present among the site's target population. Including acceptance of individual differences.
10. Willing and acceptance of individual differences using reflective capacity.
11. An ability to establish trusting relationships and keep the program/family confidentially.
12. Experience in working with or providing home visiting services to infant/children and families.
13. Must have dependable transportation daily, a valid driver's license and auto insurance.
14. Ability to work with low income and/or special needs families, including families from diverse populations.
15. Must have basic computer skills and knowledge in word processing, spreadsheets, and data entry.
16. Must be willing and available to work flexible hours.
17. Must be able to attend meetings and trainings that may require out-of-town travel and overnight stays.

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18. Ability to occasionally lift up to 50 lbs.
19. Ability to participate in regular kneeling, stooping, bending, sitting on the floor, and standing for long periods.
20. Bilingual skills preferred.
21. Must be able to pass a background check. The mission of CARE is to foster changes that create healthier, more resilient communities throughout Tillamook County, and empower people as they work to meet their immediate, basic needs.
22. Must be able to pass drug screen, including marijuana.

#### **DUTIES AND RESPONSIBILITIES:**

1. Must maintain program client confidentiality policies.
2. Must maintain working knowledge of Healthy Families Best Practice Standards, program plans, policies, and Oregon Performance Standards/Indicators.
3. Conducts assessment screens on families and Healthy Families screening with families during pre- and post-natal period.
4. Establishes and maintains a trusting relationship with at-risk families by providing regular client contact through home visits.
5. Applies working knowledge of parent-child interaction, child development, and the dynamics of child abuse and neglect to teach positive parenting skills, positive and appropriate approaches to guiding children's behavior, management techniques, reduce family stress, and meet dependency needs of parents. Helps parents learn problem solving and coping skills by providing active listening and/or by referring them to appropriate community agencies.
6. Establishes an individualized family service plan with goals, objectives, and activities to meet client needs. Meets with supervisor regularly to evaluate client status.
7. Maintains familiarity and knowledge of community resources and uses them appropriately to meet client needs.
8. Assesses and monitors home learning environment and records client observations and activities.
9. Performs ASQ and ASQ-SE on all enrolled children.
10. Completes evaluation data on all families and submits data to NPC in a timely manner.
11. Assists clients with paperwork needed in application for programs such as housing, medical, financial assistance, etc.
12. Participates in regular staff meetings, case conferences with Healthy Families Supervisor, trainings, and other meetings.
13. Collaborates with hospitals, doctor's offices, county health departments, and other medical and social service agencies and promotes interagency coordination to and from partner agencies.
14. Track and document families and the child's development including immunizations records following HIPPA guidelines.
15. Maintains professionalism in accordance with CARE Inc.'s policy.
16. Promotes the CARE Inc.'s agency mission.
17. Other duties as assigned by supervisor.

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### **Family Support**

- Maintain a trusting relationship to provide home visitation and family support services to high-risk families with children from prenatal through preschool years.
- Perform screenings and ongoing assessments of families and children.
- Develop and implement a “Family Goal Plan” with each family participating in intensive services.
- Assess, monitor home learning environment, record observations, and activities. The mission of CARE is to foster changes that create healthier, more resilient communities throughout Tillamook County, and empower people as they work to meet their immediate, basic needs.
- Utilize specified Healthy Families America curricula with families in the program.
- Assist families in accessing needed community resources and collaborate with partner agencies to support families obtaining services.
- Teach child development and positive parenting skills using a strength-based approach.

### **Outcomes**

- Families and children are supported in a caring, supportive, way in compliance with Healthy Families America standards.
- Every family has a “Family Goal Plan” and receive the training, resources, and support needed in a timely manner.

### **Compliance**

- Working knowledge of Healthy Families Best Practice Standards, program plans/policies, and Oregon Performance Standards/Indicators
- Maintain accurate, complete, and confidential records (per policies and HIPPA protections) that reflect assessment, individualized service plans, goals, activities, and outcomes.
- Prepare and submit reports and data as required in a timely manner.
- Participate in regular staff meetings and supervision as well as attend trainings, and professional development opportunities, to remain abreast of current early child development research and trends.

### **Outcomes**

- Records are accurate, current, and confidential.
- All reporting requirements are met on time.
- Family Support Specialist is up to date on latest training, thinking, and research on early childhood development.

### **Experience Requirements**

- High School Diploma or equivalent.
- Three years of early childhood experience or a related field (health, social service, child development, infant mental health, etc.) including one year of comparable responsibility, must include knowledge of infant and child development.
- Strong and effective interpersonal and communication skills.
- Ability to collaborate effectively with partner agencies and advocate for clients.
- Demonstrated ability to handle sensitive information effectively and confidentially.
- Excels in multi-tasking, goal setting, accountability, and workload prioritization.

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- Must have excellent listening skills with ability to develop positive relationships with families and acceptance of individual differences.
- Ability to build trusting relationships with families.
- Experience and humility to work with culturally diverse families including willing to engage in building reflective capacity.
- Bilingual English and Spanish preferred.
- Infant mental health endorsement preferred.

CARE is an organization that recognizes and celebrates the diversity of the community we serve. Employment with CARE is the same for everyone regardless of race, religion, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, or gender identity. CARE is an equal opportunity employer.

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