



**The
Family
Tree**

Headquarters
2108 North Charles Street
Baltimore, MD 21218
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familytreemd.org

Raising families up.

**24-hour Parenting Helpline:
1.800.243.7337**

TITLE: Bilingual Family Support Specialist, Healthy Families Full-Time
COMPENSATION: Competitive
DEPARTMENT: Family Support Services
LOCATION: 2108 N. Charles St. Baltimore, MD 21218
REPORTS TO: Clinical Supervisor, Healthy Families

SUMMARY: This position provides strength based family support services in cooperation with families of children 0-3 years old and must speak Spanish. This work requires that the FSS, by means of weekly in home visits, partners with families to identify needs, develop plans of action, and mobilize resources that build family effectiveness. FSS's are required to maintain a caseload of 15-20 families.

RESPONSIBILITIES:

- Complete family intake and assessment for each family assigned within 30 days
- Complete family goal plan within 30 days for each family assigned
- Review family goal plans on a regular basis, at a minimum once every 30 days, to measure progress and to adjust goals
- Role model effective parenting and nurturing skills for the family
- Provide direct teaching through the use of curriculum to families that will assist in building healthy parent/child relationships
- Jointly (with the family) identify and mobilize resources within and external to the family. Provide linkages to these resources as necessary.
- Work flexible hours that meet the needs of each family assigned, including weekends and evenings
- Complete the expected number of home visits as determined by intensity of service for each family assigned
- Maintain an accurate and current case file on each family assigned
- Complete all assessment, program evaluation tools and documentation within timelines as required by the funder and the agency
- Meet weekly with the Clinical Supervisor to discuss cases, problem solve and plan for home visits
- Complete statistical reports as required
- Attend required staff meetings, training or conferences
- Participate in agency work teams as assigned

EDUCATION:

- Bachelor's Degree in Behavioral Sciences (Social Work, Psychology, Sociology, Mental Health, Nursing and Education) preferred
- Associate's Degree in Human Services or related field

EXPERIENCE:

- 3-5 years experience working in Human or Social Services
- One year working with or providing services to children and families
- Case management or service coordination experience preferred
- Experience and willingness to work with a culturally diverse population

SKILLS:

- Oral and written communication skills
- Ability to develop trusting relationships
- Ability to maintain professional boundaries
- Acceptance of individual differences
- Knowledge of infant and child development
- Openness to reflective practice

WORK ENVIRONMENT:

- Must work flexible hours, including weekends and evenings
- Must be prepared to travel to various program sites and various communities
- A driver's license and insured vehicle is necessary to fulfill the duties and responsibilities for the position

CONTACT:

hr@familytreemd.org

No phone calls

EOE