



Healthy Families Family Support Specialist

Job Description

Hours per week	40 hours/week (1.0 FTE)
Supervised by	Healthy Families Program Manager or supervisor
Location	Springfield
Starting wage range	\$20.42-\$21.92, depending on qualifications

Relief Nursery is currently hiring for 2 full time Family Support Specialists in our Healthy Families Program. Bilingual candidates (English and Spanish) are preferred and encouraged to apply.

The mission of 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 birth to six years of age who are at high risk for abuse or neglect. At the core of the Relief Nursery is the belief in focusing on, and building upon, the strength of each family we serve.

Healthy Families is a voluntary family support and parent education home visiting program offered to families in Lane County who are pregnant or have recently given birth. Healthy Families focuses on strengthening the parent-child relationship to assure healthy child growth and development. Family Support Specialists support parents in cultivating and strengthening a nurturing, positive relationship with their baby at each visit. Home visits occur primarily in the family's home and will last at least one hour. Visits are family-centered and strength-based and focus on establishing a trusting relationship, assisting in strengthening parent/child attachment and relationships, improving the family support system and increasing the family's ability to problem solve. Parents receive information on topics such as child development, infant care and keeping their baby healthy.

More information about Healthy Families can be found here: <https://oregonearlylearning.com/healthy-families-oregon>

Please note that Relief Nursery is a vaccinated campus. All staff must provide proof of COVID-19 vaccination to Relief Nursery showing full vaccination or must document their intention to become vaccinated.

Responsibilities

1. Initiating and maintaining regular, long-term professional relationships with families through regular contact and home visits
2. Supporting and providing information to high-risk parents in Lane County using an Infant Mental Health model
3. Assessing family needs through an initial assessment survey
4. Assisting the family to establish and meet family goals, creating positive parent/child interactions, and supporting families to optimize their child's development through play
5. Sharing information with parents about child development, attachment, health, and safety
6. Participation in regularly assessing child growth and development using the ASQ and ASQ-SE and other tools in order to determine developmental progress and needs



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7. Tracking child immunizations, well-child exams, developmental progress
8. Sharing information with families about community resources and providing referrals as needed
9. Maintaining a full caseload, (as defined by hours worked) by developing and nurturing trusting relationships with families
10. Maintaining family files and timely documentation of your work, including records, forms, spreadsheets, and data tracking
11. Maintaining confidentiality for all families and for the program
12. Participating in monthly Medicaid studies
13. Participating in weekly reflective supervision to discuss family progress and issues, and to develop strategies for future interactions with families
14. Participating as a team member with the Relief Nursery Healthy Families team as well as the Lane County Healthy Families team
15. Participating in ongoing trainings, and maintaining documentation of this training
16. Adherence to policies and best practice standards of Healthy Families America, Healthy Families Oregon, and Healthy Families of Lane County
17. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
18. Perform other relevant duties as assigned and engage in Relief Nursery organization-wide support as needed

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.

Individuals who previously received services from Relief Nursery or those interested applicants who do not meet the minimum qualifications are also encouraged to apply.

1. High School diploma or equivalent with 2 years of experience working with, or providing services to, children and families
2. Knowledge of infant and child development
3. Experience working with culturally diverse families and the ability to relate tactfully, confidently, sensitively, and non-judgmentally with a diverse population and special needs groups
4. Evidence of flexibility, emotional maturity and stability
5. Good communication skills and proven ability to maintain a professional demeanor with clientele and staff at all times; acceptance of individual differences



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6. Must have excellent organizational skills with the ability to track and maintain family files and complete all required paperwork in a timely manner
7. Must have ability to exercise discretion and use independent judgment
8. Experience with computers and various software programs, including Outlook, Microsoft Excel and Microsoft Word
9. Ability to maintain First Aid/CPR certification
10. Have a cell phone with calling and texting capability
11. Have a valid Oregon Driver's License, a reliable vehicle and insurance
12. Pass a pre-employment drug screen, criminal records check through the Child Care Division, and provide DMV records check and proof of auto insurance

Preferred Qualifications

1. College degree in child development, human services, or related field
2. Experience providing home visits to children and families
3. Bilingual in English and Spanish
4. Infant Mental Health endorsement

Benefits

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, Dental, and Vision Coverage (very low employee cost)
- Flexible Spending Account
- Employee Assistance Program (EAP)
- 403(b) retirement plan with employer match
- Up to 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 and training opportunities
- Public Service Loan Forgiveness (PSLF) qualifying employer



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Interested applicants, please email resume and cover letter to:

Amy Ripley, Healthy Families Program Manager at
AmyRi@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