



Healthy Families Program Supervisor/ Family Support Specialist

Job Description

Hours per week	20 hours/week (0.5 FTE) Supervisor and 20 hours/week (0.5 FTE) Family Support Specialist
Supervised by	Healthy Families Program Manager
Location	Springfield
Starting wage range	\$23.68-\$25.18, depending on qualifications

We are currently hiring for a full time Program Supervisor/Family Support Specialist for our Healthy Families Program. The person in this position will split their time between supervising some of our Healthy Families Family Support Specialists, and carrying a caseload of families.

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.

Supervisor Responsibilities

1. Supervise Family Support Specialists in the implementation of home visits, case management, strength based approaches, referral to related community resources, interventions and goal planning for parents
2. Monitor written documentation, home visits, integration of results of tools used (Parent Survey, ASQ, etc.), integration of quality assurance results, guidance on use of approved curriculum
3. Maintain documentation of supervisory sessions, manage excel spreadsheets and data tracking, and report data to Lane County as requested.
4. Follow Healthy Families America, Healthy Families Oregon, Healthy Families Lane County guidelines, procedures, and protocols



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5. Recruit, hire, orient and train employees; handle personnel issues, and monitor progress on Professional Development Plan; evaluate and ensure timely fulfillment of staff training needs; completion of annual performance reviews
6. Assist staff with emergent, complex, and crisis situations.
7. Perform file reviews, home visit observations and other quality assurance tasks.
8. Support team to prepare for and participate in annual site reviews, and support accreditation process.
9. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy
10. Participate in reflective supervision with Program Manager no less than 2 times per month and more often as needed
11. Participate in assigned meetings and other activities including family events, classes and services in the daytime and on occasional evenings
12. Act as a resource to support, guide, and answer questions from the Healthy Families team in the absence of Program Manager
13. Attend leadership meetings upon request
14. Perform other duties as assigned by the Program Manager, Directors, or other RN management staff and engage in Relief Nursery organization-wide support as needed

Family Support Specialist 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
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



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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. Bachelor's degree in human services or fields related to working with children and families with three years relevant experience, or less than a Bachelor's Degree with commensurate HFA experience.
2. A solid understanding of and/or experience in supervising and motivating staff, as well as providing support to staff in stressful work environments
3. Leadership and team building skills
4. Knowledge of infant and child development and parent-child attachment
5. Experience with family services that embrace the concepts of family centered and strength-based service provision
6. Knowledge of maternal-infant health and dynamics of child abuse and neglect
7. 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
8. Experience in home visitation with a strong background in prevention service to the 0-3 age population
9. Good written and oral communication skills and proven ability to maintain a professional demeanor with clientele and staff at all times; acceptance of individual differences
10. Open to reflective practice – have the capacity for introspection, awareness of self in relation to others, value learning and professional development



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11. Positive attitude toward work, initiative, personal balance, ability to adapt and work effectively under pressure
12. Able to problem solve effectively and develop creative approaches. Must have ability to exercise discretion and use independent judgment
13. Ability to develop and implement written policies and procedures and ensure appropriate case planning, case management, file management, report writing, and data collection processes
14. Experience with computers and various software programs, including Outlook, Microsoft Excel and Microsoft Word
15. Ability to maintain First Aid/CPR certification.
16. Have a cell phone with calling and texting capability
17. Have a valid Oregon Driver's License, a reliable vehicle and insurance
18. 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. Bilingual in English and Spanish
2. Home visiting and supervisory experience with reflective practice
3. 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



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- Public Service Loan Forgiveness (PSLF) qualifying employer

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