



# **Jamestown Community Learning Council**

Strengthening the Capacity of our Families

## **Healthy Families Chautauqua Family Support/Resource Specialist Job Description**

**REPORTS TO:** Healthy Families Chautauqua Program Manager

**LOCATION:** Dunkirk and /or Jamestown, NY but will travel throughout the county

**FLSA STATUS:** Non-exempt, hourly position – Full Time 37.5 hours per week

**COMPENSATION:** \$19.00 per hour, health insurance, Simple IRA, 15 vacation days, 12 sick days, floating holiday and 14 paid holidays annually

**TO APPLY:** Email resume, cover letter and 3 references with contact details to [melissa.mallaber@jclcprograms.org](mailto:melissa.mallaber@jclcprograms.org)

### **Qualifications:**

- Minimum of a High School diploma or equivalent (required) , college coursework (preferred)
- Experience in working with or providing services to children and families
- Ability to establish trusting relationships
- Ability to establish rapport with families and empower them by building on strengths
- Knowledge of child development and milestones for children birth- 5 years old
- Acceptance of individual differences
- Experience and willingness to work with the culturally diverse populations present among the Chautauqua County community
- Knowledge of infant and child development
- Open to reflective practice (i.e., has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.)
- Ability to work independently and be self-motivated
- Strong organization record keeping skills
- Driver's license and reliable transportation
- Infant mental health endorsement (preferred)
- Computer skills: Word, Excel, Google Docs, web-based database, and email

### **Core Responsibilities:**

- Maintain a caseload of 15-20 families based on HFA/HFNY requirements
- Engage and recruit families prenatally and with children up to 24 months old
- Participate/attend outreach events and efforts
- Help parents and children transition to other services needed

- Provide group connections to give families an opportunity to build social connections
- Connect families to resources that help them reach their goals and address their needs
- Plan, deliver, and document home visits based on the family needs
- Complete developmental screenings (ASQ3 and ASQSE) with parents and make referrals as needed
- Utilize the parent education curriculum within home visits
- Participate in professional development and trainings for model implementation and to increase knowledge and skill development
- Complete work and program requirements in a timely fashion based on HFNY deadlines

