



Family Support Partner

DEPARTMENT: YFCS

REPORTS TO: Program Coordinator

CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs

PAYRATE: D.O.E.

POSITION PROFILE:

The Family Support Partner provides direct and indirect services to a caseload of culturally diverse individuals and/or families, including comprehensive assessment, information and referral, case planning, education, advocacy and other supportive services.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide case management services to include interviewing, assessing, case planning, solution seeking, goal setting, referral, advocacy, life skills training and family building
- Implement CSF adopted parenting education curriculum to address parenting needs
- Implement identified evidence based parenting education models with fidelity (e.g., SafeCare)
- Provide group-based parenting education services to CSF Parenting Class attendees utilizing the STEP curriculum as needed
- Identify individual/family strengths that can be applied to overcome specific challenges
- Remain culturally sensitive and respectful in all client, staff and community interactions
- Provide support in the form of reflective listening, emotional support, strengths identification, challenge identification and solution seeking as needed
- Supervise and manage a full time caseload
- Maintain ongoing contact with clients to build trusting relationships, provide support, serve as a referral source and monitor progress toward identified goals
- Perform home-based visits as primary service location unless client needs/safety issues dictate otherwise
- Perform home visits for client sessions with flexibility and attention to client's schedule (including evenings and weekends as needed)
- Maintain accurate, updated case files and document required program data as required by funders
- Perform outreach activities within the community as needed
- Participate in staff meetings, training and other meetings as required
- Participate in ongoing supervision to strengthen professional skills
- Communicate positive and negative feedback from the community or clients through supervisor to management
- Coordinates emergency assistance to individual clients, which may include provision of basic needs such as food, clothing, shelter, crisis intervention, information and/or referral
- Maintain ongoing and regular communication with Child Welfare Services workers through telephone and written communication



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- Attend Child Welfare Service consultation and Family Centered Meetings as needed as a CSF representative
- Participate in regular individual and group supervision
- Perform other tasks as assigned by the Program Coordinator

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's Degree in Social Work or related field
- Two years of related experience in case management and direct client service
- Experience working with parents and families involved in the child welfare system
- Valid CA Driver license
- Must have access to reliable transportation and be willing to use it for job-related tasks

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual in English/Spanish is preferred
- Knowledge and experience working with diverse cultures
- Ability to manage multiple demands and prioritize when needed
- Strong communication and relationship-building skills
- Knowledge of relevant resources within the community

WORKING CONDITIONS:

ENVIRONMENT: Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.