



We are pleased to announce that we are seeking qualified applicants for the position of
HEALTHY FAMILIES FAMILY SUPPORT SPECIALIST – 2 Positions
(BILINGUAL PREFERRED)

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): **2** **Healthy Families Family Support Specialist**
40 hrs/week, Mon-Fri, 8:30am-5pm (flexibility required), 250 days per year (pro-rated for remainder of 2021-22)

LOCATION: **One position with office in Bend to serve Crook, Deschutes & Jefferson Counties – One position with office in Redmond**

START DATE: As soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting rate \$17.81 - \$21.68/hr DOE
Benefits include family insurance package, sick leave, paid holidays.

QUALIFICATIONS: **DEFINITION**
The Family Support Specialist initiates and maintains regular, long-term visits to families in their homes to support and provide information to new parents. Visits occur primarily in the family's home and last at least one hour. These visits are weekly for at least the first six months of service and are family-centered and strength-based. Home visits focus on:

- establishing a trusting relationship between Family Support Specialist and family
- assisting in strengthening parent/child attachment and relationship
- assisting parents in improving their parenting skills and providing a safe and nurturing home environment
- improving the family's support system and their ability to problem solve

The Family Support Specialist will assume the role of advocate for the parent and child as needed. The Family Support Specialist will administer the Parent Survey assessment with each family during one of the first three visits. This assessment and other activities will help in identifying unmet needs and support referrals to other supportive agencies. The Family Support Specialist will be responsible for assisting the family in establishing goals and making a plan for the accomplishment of those goals (Family Goal Plan). Through the use of the ASQ-3 and the ASQ-SE, the Family Support Specialist will regularly assess the growth and development of the child. The Family Support Specialist will assist the parent in optimizing their child's development through play and parent/child interaction.

Please see attached full job description for additional information, qualifications and performance responsibilities.

*** Preference will be given to applicants bilingual in Spanish and English.*

APPLICATION PERIOD: Open until filled

CONTACT: **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**
Lori Colvin, 541.410.9607 or lori.colvin@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDES D website www.hdesd.org)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Manager
High Desert ESD
2804 SW Sixth Street
Redmond Oregon 97756
Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDES D, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED:	9/12/22
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DIRECTOR OF HUMAN RESOURCES Posting # C22-23/127-6438	

HEALTHY FAMILIES FAMILY SUPPORT SPECIALIST

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Qualifications This position requires at minimum an Associates degree (Bachelors degree is preferred) in a Human Service field (i.e., social work, sociology, psychology, early childhood, family studies). Infant Mental Health endorsement preferred. Requires experience working with or providing services to children and families. Must have the ability to establish trusting relationships and be accepting of individual differences. Experience with and willingness to work with the diverse population(s) present among the program's target population. Knowledge of infant and child development necessary. Must be open to reflective practice (i.e. has capacity for introspection communicates awareness of self in relation to others, recognizes value of supervision, etc.). Must be able to bend, stoop and lift up to 50 pounds. Employee must have access to reliable transportation, and consistent attendance is required. Collaboration and team skills required. Preference will be given to applicants bilingual in English and Spanish. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Classification Classified

Reports To HFHD Program Manager

Performance Responsibilities

1. Regularly assess children using ASQ-3 , the ASQ-SE and other tools in order to determine developmental progress and needs
2. Assess family needs through the initial Parent Survey assessment, home visits, Family Intake and Family Update as well as other tools
3. Develop goals with parents and make a plan for the accomplishment of those goals (Family Goal Plan)
4. Provide information on child development and parent/child attachment. Encourage and provide opportunities for positive parent/child interactions
5. Assess and provide guidance related to child safety
6. Track child immunizations and encourage regularly scheduled well baby check ups
7. Provide resources, referrals and information to families as appropriate
8. Evaluate child and family progress toward stated goals
9. Participate in staff meetings and other events as required
10. Attend workshops, conferences and other trainings to enhance professional development and to keep updated on new development in the field
11. Maintain appropriate and required family records and participate in Medicaid Administration training on randomly selected days

Confidentiality

12. Required to respect the confidentiality of information about enrolled children and families, personnel issues, labor relations – including bargaining strategies and other program operations as appropriate

Training

13. Completion of specified Healthy Families America trainings within first 3 months, 6 months and 12 months of hire
14. Completion of specific trainings prior to any work with families
15. Completion of multi-day curriculum training; may require out of town travel
16. Completion of 4 day Intensive Service Home Visitor CORE training within 6 months of hire; may require out of town travel
17. Completion of 4 day Parent Survey training within 6 months of hire; may require out of town travel
18. Fulfill other related duties as assigned

Terms of Employment Salary, benefits and vacation are established by policy, funding specifications and the collective bargaining agreement.