



## Child Development Council of Central NY, Inc.

### POSITION DESCRIPTION

**POSITION TITLE:** Family Support Specialist

**STATUS:** Full time (35 hours), non exempt

**RESPONSIBLE TO:** Family Services Director

*The Child Development Council is committed to fostering a welcoming and vibrant workplace as an Equal Opportunity Employer. We seek a diverse applicant pool to join our team-oriented organization and all qualified applicants will receive consideration.*

### POSITION SUMMARY:

The Family Support Specialist will provide high-quality services to Tompkins County families with young children to promote parenting success and family stability. The Family Support Specialist will provide prenatal and parenting education, child development information and assessments, informal emotional support and crisis intervention, goal planning and connection to community resources. Family Support Specialists are mandated reporters for child abuse and neglect.

The Child Development Council has offices in Ithaca, NY and Cortland, NY. This position requires on-site work in the Ithaca Office. Regular travel in Tompkins and Cortland County is required and occasional travel in New York State or beyond may be required.

### QUALIFICATIONS:

The ideal candidate will demonstrate:

- Comprehensive understanding of issues relating to pregnancy, infant and toddler development, parenting, and family dynamics.
- Strong belief in and ability to operate from a strengths-based model
- Solid ability to work independently as well as a member of a team.
- Competence in prioritizing tasks and self motivation to complete tasks in a timely manner
- Clear and effective spoken and written communication skills, including documentation
- Knowledge of community resources
- Knowledge of substance abuse disorders and treatment, domestic violence, and child welfare (highly desired)
- Reliable transportation and a valid driver's license

Life experience is recognized and valued; professional home visiting experience strongly preferred.

## **PRIMARY RESPONSIBILITIES:**

1. Provide comprehensive home-based family support services to caseload of approximately 20 families:
  - i. Partner with community organizations, including the Department of Social Services, to offer ongoing advocacy, parenting, and child development education, and support to families;
  - ii. With enrolled families, develop individualized service plans to maximize opportunities for success. Monitor plans and assist in implementation as needed;
  - iii. Assist with the identification of social, medical and educational services and provide support and advocacy to facilitate access to these services as needed;
  - iv. Provide consistent monthly communication and follow up with participants, through home visits and phone conversations;
  - v. Provide informal emotional support and crisis intervention as needed;
  - vi. Provide prenatal and parenting education; provide child development information and conduct developmental assessments with parents and children;
  - vii. Keep accurate case notes for all participants; collect and record data for reports; keep detailed records and mileage reports;
  - viii. Conduct or assist with educational presentations to the community.

## **GENERAL RESPONSIBILITIES:**

1. Attend scheduled meetings of the Council staff, Family Services Program staff, as well as agency board meetings as directed;
2. Maintain confidentiality in accordance with agency policies;
3. Attend appropriate professional development training;
4. Participate in solution-focused decision-making and facilitated conversations/conflict resolution;
5. Perform other reasonably related tasks, both at the agency and in the community, as assigned by your supervisor;
6. Maintain reliable transportation and a valid driver's license.
7. Participate in the agency's 2 annual events and a minimum of 2 additional outreach events per year.

## **COMPENSATION:**

Starting Salary Range: \$34,000 - \$40,000, based on education, credentials, and/or experience.

Benefits: \$9,000/annually in flexible cafeteria benefits that can be used to subsidize health and/or dental care, child care costs, annuities, or taken in cash.

Annual Paid Time Off (PTO), Floating Days, and paid holidays.

**TO APPLY:** Send a cover letter and resume to [Margaret@childdevelopmentcouncil.org](mailto:Margaret@childdevelopmentcouncil.org).