

JOB ANNOUNCEMENT
RAYS Bilingual Healthy Start Family Support Specialist
Full Time Position, 35 hours per week



The Bilingual Family Support Specialist (FSS) provides culturally relevant home-based parenting education and support to young families (24 years or younger) parenting their first child, age 0-5. Healthy Start FSS's incorporate family support principles in their interaction with participants. The FSS implements the three components of the Parents as Teacher Foundational program model – Parent-Child Interaction, Development-Centered Parenting, and Family Well-Being.

Interested? Please send (1) cover letter and (2) resume to [hiring@rays.org](mailto: hiring@rays.org).

This is a full time, 35 hour per week position, with benefits. Starting salary range for this position is \$18.27-\$19.23 per hour. RAYS is an Equal Opportunity Employer. People of color and residents of Renton/Skyway/South End strongly encouraged to apply.

RAYS MISSION AND VISION

Our mission is to strengthen the lives of children, youth and families by restoring hope and stability in the face of emotional conflict, substance abuse and poverty. In partnership with our community, we transform the lives of kids and families through comprehensive counseling, training and support.

Our vision is for all youth and families in our community to have the resources, support and strength they need to recover from substance abuse, mental health issues and other serious life challenges.

GENERAL RESPONSIBILITIES

A. Participant Enrollment and Assessment

1. Follow-up on new referrals until the participant enrolls, declines enrollment, or has not been reached after repeated attempts over three months.
2. Screen new referrals to ensure that they are appropriate participants for Healthy Start.
3. Complete the *Referral Follow-up Report* and send it to the referral source and Data Administrator.
4. Provide in-home enrollment and needs assessment.

B. Parenting Education and Support Services

1. Prepare for and provide home visits to participants at least twice monthly using the Parents as Teachers personal visit plans and other supplemental materials. In home visits, the FSS will: build rapport with the family; discuss child development and parenting practices; model, consult, and coach on parenting practices; engage in parent-child activities (including book reading) to foster participant observation of their child's behavior and parent-child interaction; and support the participant in developing and updating family independence goals during home visits.
2. With the participant, screen the participant's child at least annually for developmental progress and vision, hearing and health issues.
3. Provide participant referral and linkage to a wide variety of community resources to support participant's needs and independence goals.
4. Plan and facilitate group meetings for participants at least monthly.
5. In addition to the mother, include the father and other family members raising the child (as appropriate) in Healthy Start services.

C. Community Collaboration and Outreach

1. Develop and maintain cooperative working relationships with staff at public health, hospitals, schools and other community service providers.
2. Attend community provider meetings.
3. Maintain awareness of community needs and service availability.
4. Know and network with community resource providers.

D. Administrative

1. Maintain accurate, up-to-date participant records.
2. Complete accurate, on time agency and program statistical information in electronic format provided.
3. Complete accurate on time outcomes and other evaluation information.
4. Meet with supervisor weekly for reflective supervision and team meeting.
5. Attend All Staff meetings (monthly) consultation, and in service trainings.
6. Maintain Parents as Teachers certification through appropriate trainings.

SUPERVISION RECEIVED

The Family Support Specialist is supervised by the Director of Early Childhood and Prevention Services, and is accountable to agency policies and procedures. For example, the FSS will adhere to district policy around background checks, dress code, building access and disciplinary procedures.

REQUIRED QUALIFICATIONS

- High school diploma or GED and at least 2 years of experience in home visiting or work with children and families.
- Valid Washington driver's license and auto liability insurance.
- Reliable transportation- Employees and volunteers who operate their own or RAYS vehicles on RAYS business must have a safe driving record as defined by RAYS. Employees and volunteers who operate their own vehicle(s) on RAYS business must carry auto liability insurance that complies with the requirements of RAYS.
- Comfortable with computer/data entry skills
- Bilingual, bicultural English and Spanish.

Knowledge, Skills and Abilities

1. Knowledge of family support principles.
2. Knowledge of parent-child interaction.
3. Knowledge of child and adolescent development.
4. Knowledge of the dynamics of child abuse and neglect and domestic violence.
5. Group process skills.
6. Ability to establish a trusting relationship with at-risk families.
7. Ability to manage assigned caseload and related job responsibilities.
8. Ability to develop community resources and market services
9. Ability to work as part of a team.
10. Ability to work with and maintain a group of volunteers.
11. Able to read, write and speak English.
12. Available to work some evenings.
13. Committed to RAYS inclusive movement towards empowerment and social justice by demonstrating respect of differences, advocating for social change and providing access to culturally relevant services to meet the needs of all youth and families.

WORKING CONDITIONS AND PHYSICAL ABILITIES

Some travel to offsite locations is required. The Family Support Specialist must be able to perform the essential functions of the job. Hand eye coordination and fine manipulation skills are necessary to operate computers and office machinery.

Renton Area Youth and Family Services (RAYS) is an Equal Opportunity Employer. RAYS does not discriminate in employment and personnel practices on the basis of race, sex, color, national origin, ancestry, creed, religion, age, sexual orientation, marital status, veteran status, citizenship, the presence of any sensory, mental or physical handicap, HIV/AIDS status or any other basis prohibited by statute.