



Center for Human Services

Administrative Offices: 17018 – 15th Ave NE ~ Shoreline WA 98155 ~ 206-362-7282 V/TDD ~ Fax 206-362-7152 ~ E-mail: admin@chs-nw.org

Job Announcement

FAMILY SUPPORT SPECIALIST – Out-of-School Time

GENERAL DESCRIPTION

The Family Support Specialist – Out of School Time provides culturally relevant academic and social-emotional support services to youth in grades Kindergarten through 12th grade. Services include, but are not limited to, program development and implementation of afterschool and summer academic and enrichment programs. Reports to the Shoreline Family Center Program Manager. This is a non-exempt position. Bi-Lingual/Bi-Cultural candidates are encouraged to apply.

MAJOR RESPONSIBILITIES

- Provides all services utilizing a strengths-based, family-focused and integrated approach
- Provides services in a culturally competent manner
- Supports youth programming to achieve the following outcomes for youth: 1. Youth/children strengthen skills/assets that support positive social development and 2. Educationally at-risk youth/young adults make progress toward their educational goals
- Supports facilitation of the Homework Factory afterschool program at Ballinger Homes for students in K – 12th grades on Mondays, Tuesdays, Wednesdays and Thursdays when school is in session. Responsibilities include developing and implementing a predictable routine that includes clear transitions, a healthy snack, academic/homework time, literacy activities, free choice/enrichment time, and clean-up time
- Supports facilitation of summer academic and enrichment program for youth at Ballinger Homes for six weeks in July and August, with a focus on reducing summer learning loss. Responsibilities include developing and implementing a predictable routine that includes clear transitions, healthy snacks/meals, academic time, free choice/enrichment time, outdoor activities, field trips/guest teachers, and clean-up time
- Supports conflict resolution and classroom management for afterschool and summer programs, with a focus on positive discipline, consistent consequences, and the values of honesty, respect, safety, cooperation and responsibility
- Implements Family Support's 'Essential Program Elements', developed by Out-of-School Time team in 2010 with a focus on best/promising practices, emerging research, needs and strengths of the community and Family Support outcomes
- Collaborate with Lead Family Support Specialist to coordinate orientation, training, documentation, supervision, evaluation, debriefing, and recognition of Adult and Youth volunteers
- Supports administration of the Out-of-School Time evaluation plan. Responsibilities include supporting Lead Family Support Specialist in ensuring youth fill out pre and post surveys, organizing youth to participate in focus groups, and completing pre and post staff survey tools
- Demonstrates appropriate boundaries with youth at all times, including a clear understanding of Family Support Specialist's role in the afterschool, summer, and volunteer programs
- Engages in community events, networking meetings, and training opportunities related to out-of-school time programming
- Maintains contact and open communication with students' parents and teachers as needed, including home or classroom visits as deemed appropriate by supervisor
- Works collaboratively as a team with Lead Family Support Specialist, other Family Support Specialists, AmeriCorps members, and interns to implement all programs and services
- Collaborates with community partners, including, but not limited to the Shoreline School District, Northshore School District, King County Housing Authority, Vineyard Community Church, and City of Shoreline Parks and Recreation
- Assists with day-to-day operations of the family center, including registration, family events, outreach, and resource and referral services
- Participates in required program and agency meetings and training opportunities, including Family Support staff meetings, Family Support retreats, and Center for Human Services All Staff meetings



- Participates in creating and maintaining a workplace that values diversity and treats everyone with respect without regard to race, color, age, religion, creed, gender, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Demonstrates teamwork and open communication
- Provides services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintains documentation in a timely, thorough and accurate manner
- Follows agency policies and procedures, RCWs, WACs, and other external regulations
- Follows CHS's Code of Ethics
- Performs other appropriate tasks related to your professional role as needed

MINIMUM REQUIREMENTS

- Commitment to confronting racism, sexism, heterosexism, and other discriminatory practices
- Experience and demonstrated ability to successfully work within a diverse cultural setting and provide culturally competent services
- Ability to work cooperatively as part of a team
- Prompt and consistent attendance during scheduled working hours
- Bachelor's degree or Associates degree in Education, Human Services or equivalent field
- One year of experience of volunteer or professional experience working in out-of-school time programs
- Demonstrated knowledge of family support principles and ability to apply practice of youth voice
- Demonstrated ability to work with English Language Learners
- Demonstrated knowledge of youth development, and appropriate adult behavior with children.
- Demonstrated ability to successfully support children's academic and social-emotional development
- General computer skills including Microsoft Word, Excel and Outlook
- Demonstrated ability to take initiative, multi-task, and problem-solve.
- Strong organizational/administrative/communication skills.
- Annual TB test
- Willingness to submit to and pass a criminal background check.
- Valid Washington State drivers' license and reliable transportation
- Ability to work in an unstructured and unpredictable setting, ability to adapt to change
- Sense of humor

LOCATION

This position is located within the Family Support Department at Center for Human Services. This employee will work at and Ballinger Homes (2200 NE 201st PL, Shoreline, WA 98155) and Shoreline Family Support Center (17018 15th Ave NE, Shoreline, WA 98155) Employee's primary desk and work station will be located at the Shoreline Family Support Center

COMPENSATION/HOURS

This is a non-exempt position. 31 hours per week, Monday – Thursday, with occasional Friday hours for trainings and meetings. \$12.48 – 15.23 / hour depending on experience. Pro-rated benefits are available.

APPLICATION PROCEDURE

Submit cover letter and resume electronically to RBorella@chs-nw.org and reference job #FSP-04

CLOSES

Open until filled



FAMILY SUPPORT INFORMATION

The Mission of the Family Support is to *provide a safe and fun place where all families and individuals benefit from diverse resources, learning opportunities and make community connections in North King and South Snohomish Counties*. We envision a strong community where participants, staff and partners come together to create thriving children, vital individuals and stable loving families.

Services at the family centers are based on the Family Support Principles, a strengths-based model that focuses on the promotion of healthy families. Family Support staff work in partnership with families to provide opportunities that are accessible, community-based and culturally relevant.

Family Support Programs encompass the following goals:

1. Young children are prepared to enter kindergarten.
2. Youth have a safe place to learn and grow academically, socially and emotionally
3. Adults have access to peer support and community-based learning

For more information on Family Support, please visit our blog at www.chsfamilysupport.blogspot.com

CHS is an Equal Opportunity Employer

The mission of the Center for Human Services is to strengthen the community through counseling, education and support to children, youth, adults and families in North King County and South Snohomish County.

Our Values: Embrace diversity, provide accessibility, champion collaboration, demand accountability, personify integrity, and to have fun.

