



Center for Human Services

Building a stronger community...one family at a time.

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Job Announcement

FAMILY SUPPORT SPECIALIST Out of School Time (OST)

Want to join an innovative community-based organization? If you value social justice, are committed to providing quality services, and are not afraid of challenges, we want to talk with you. Center for Human Services (CHS) is currently seeking the right person to join our team.

We have up to 2 positions open in our Family Support - Out of School Time Program.

1. Positions support and facilitate youth programming at Ballinger Homes, a King County Housing Authority Low Income Housing Complex
2. Work schedule is a minimum of 15 hours a week, Tuesdays and Thursdays 2:00pm-6:00pm and Wednesdays 1:00pm-6:00pm
3. \$15/hour starting pay
4. Additional hours available, depending on experience and interest, to support our Nutrition and Healthy Meals component of the program.
5. Preferred education: AA or currently pursuing higher education, preferably in Human Services, Education or related field
6. Candidates must 18 years old or older.

CHS is a great work environment with staff who are passionate about and dedicated to the clients of our community. If you want to join an established organization at a time of growth and transformation, this is the place.

To apply, send resume and cover letter to jobopportunities@chs-nw.org. Full job description can be found below:

Job Description

FAMILY SUPPORT SPECIALIST Out of School Time (OST)

GENERAL DESCRIPTION

The Out of School Time Program Family Support Specialist will work in the Out of School Time Program (OST) serving families who live at King County Housing Authority Site, Ballinger Homes (Shoreline). OST activities provide culturally relevant academic and social-emotional support services to youth residents in grades Kindergarten through 12th. Reports to the Out of School Time Program Coordinator. This is a non-exempt position.

MAJOR RESPONSIBILITIES – Position Specific

- Actively participate in the facilitation of youth programming to achieve the following outcomes for youth:
 - Youth/children strengthen skills/assets that support positive social development
 - Educationally at-risk youth/young adults make progress toward their educational goals
- Support facilitation of the Out of School Time Program. Facilitation support includes, but is not limited to:
 - Support team with preparations and planning of program routine components
 - Execute with the team a predictable program routine that includes clear transitions, a healthy snack/meal, academic/homework time, literacy and STEAM activities, free choice/enrichment time, outdoor/physical activities and clean-up time
 - Support students and volunteers to appropriately and actively engage in the program routine
 - Demonstrate appropriate boundaries with youth at all times
 - Support overall classroom management with a focus on positive discipline, consistent consequences, and the



- values of respect, integrity, responsibility, encouragement, collaboration and empathy.
 - Facilitate the program to align with the Youth Program Quality Standards & Family Support Principles with a focus on best/promising practices, emerging research, needs and strengths of communities, and funder outcomes
- Meet weekly with Program Coordinator and OST team to ensure open communication and preparation of programming
- Support the implementation of the OST Evaluation Plan and Program Quality Assessment
- Engage in community events, networking meetings, and training opportunities related to out-of-school time programming as directed
- Collaborate with community partners, including, but not limited to, the Shoreline School District, King County Housing Authority, King County Library System and City of Shoreline Parks and Recreation to support Out of School Time Programming
- Participate in required program and agency meetings and training opportunities as requested by Program Coordinator and/or Family Support Director

MAJOR RESPONSIBILITIES – Agency in general

- Provide all services utilizing a strengths-based, family-focused, client-centered, trauma-informed, culturally competent approach that is integrated with other services
- Participate in creating and maintaining a workplace that values diversity and treats everyone with dignity and respect without regard to race, color, age, religion, creed, gender, gender identity, gender expression, sexual orientation, national origin, marital status, the presence of any sensory, mental, or physical disability
- Utilize teamwork and open communication
- Have prompt and consistent attendance during scheduled working hours
- Provide services in a manner that expedites the meeting of contract requirements and program outcomes
- Maintain documentation in a timely, thorough and accurate manner
- Follow agency policies and procedures, RCWs, WACs, CARF standards, and other external regulations
- Follow CHS's Code of Ethics
- Perform all other tasks as assigned by the supervisor, manager, or a director that furthers the success of programs and/or the agency

MINIMUM REQUIREMENTS:

- Preferred: AA or currently pursuing higher education, preferably in Human Services, Education or related field
- Experience working with youth/children in an academic or enrichment activity setting
- Enthusiasm for working with a diverse youth population
- Ability to work independently, problem-solve and prioritize responsibilities
- 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.
- Demonstrated ability to take initiative
- Strong organizational/administrative/communication skills
- Has a Washington State driver's license and/or reliable transportation
- 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
- Ability to work in an unstructured and unpredictable setting; ability to adapt to change
- Sense of humor

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.

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