



**An Equal Opportunity Employer**

**POSITION:** KIDS Family Support Specialist

**REPORTS TO:** KIDS Coordinator

**SALARY:** As per agency salary schedule **FLSA:** Non-Exempt

**JOB SUMMARY:** The person provides educational services through weekly home visits to each enrolled child and family. Child-focused, evidenced-based early learning and enrichment opportunities promote the parents' ability to support their child's development. Parents and children come together for learning, discussion, and social activities.

**ESSENTIAL DUTIES:**

1. Provides individualized services to meet family goals in the family home whenever possible.
2. Provide information, education, and learning activities in areas such as child growth and development, positive parenting skills, nurturing parent-child interactions, brain development, and early literacy to promote parent and child development.
3. Completes regular child developmental screenings.
4. Links families to appropriate community agencies, services, and supports.
5. Works as a team with other UDMO agencies and community agency staff.
6. Completes required paperwork on each family, documenting services and family progress.
7. Participates in monthly KIDS meetings and individual meetings with the KIDS Program Coordinator.
8. Maintains regular contact with community agencies to ensure awareness of KIDS Program and services.
9. Submits data to the KIDS Program Coordinator for required reports.
10. Provides parent programs and community presentations as requested by the KIDS Program Coordinator.
11. Maintains confidentiality.
12. Follows mandatory reporter procedures.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Act as information sources concerning program.
2. Fill in for other staff members when necessary.
3. Input, access and retrieve computer data for programmatic needs.
4. Assist with reports and statistics.
5. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Minimum qualifications of A.A./A.S. Early Childhood (EC) Teacher, Nurse or Social Work field plus experience.
2. Completion of Family Development Specialist certificate if applicable.
3. Demonstrated interpersonal skills and organizational skills.
4. Knowledge of community resources and ability to access these resources.
5. Excellent written and oral communication skills.
6. Working knowledge of parent-child interaction and child growth and development materials and ability to provide modeling and instruction in their use.
7. Ability to maintain objectivity while nurturing families, including detachment from family problems and needs in own non-work life and activities.
8. Ability to work as a team member to accomplish goals for effective program coordination and implementation.
9. Ability to travel as required, viable means of transportation, and evidence of insurability.
10. Ability to perform medium heavy physical work, exerting up to 50 pounds of force on occasion, up to 20-30 pounds frequently, and up to 5-10 pounds constantly, performing such as activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting and grasping, including some repetitive motion.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of this job, and “other” duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

*My signature below indicates that I have received and reviewed the duties listed on my job description. I also understand that I should contact my supervisor if I have any questions or concerns regarding this job description.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name