



POSITION: ECEAP Family Support Specialist

Immediate Supervisor: Program Manager
Division: Volunteers of America Preschool Programs
Program: ECEAP
Hours & Wages: Part Time (18+ hours per week)/ DOE
Location: Gold Bar
Date: October 2015

General Function:

An ECEAP Family Support Specialist provides comprehensive and integrated family support services to families enrolled in the Volunteers of America ECEAP program. The Family Support Specialist maintains flexible hours to provide services when parents are available. ECEAP family support specialists work during the academic school year. The Family Support Specialist demonstrates competency to:

- build and sustain healthy, trusting, professional relationships with all families.
- identify family strengths and goals; providing support and resources to maximize family success in achieving these goals.
- coordinate and integrate family support services.
- research and link families to community services as needed and/or desired.
- plan and coordinate activities designed to support parent engagement, involvement and leadership.

Qualifications:

All persons serving in the role of ECEAP Family Support Specialist are required to have:

- an associate or higher degree with the equivalent of 30 college credits of adult education, human development, human services, family support, social work, early childhood education, child development, psychology or another field directly related to their job responsibilities.
- proficient in spoken and written English and Spanish.
- experience and educational background in early childhood education preferred.

Principle Activities

- Build and sustain healthy, trusting and professional relationships with families.
- Identify family strengths and goals by providing support, resources, guidance and encouragement in achieving these goals.
- Conduct home visits, staffing and other contact hours according to ECEAP performance standards.
- Assist on the school bus and in the classroom on a regular and frequent basis as a means of building relationships with children and families and providing support to the teaching staff.
- Link families to community resources and integrate/coordinate services as needed or desired.
- Answer the office phone, relaying information to appropriate staff in a timely manner.
- Provide or arrange for translation services as needed to meet the needs of children, parents and staff.
- Perform general office skills to ensure family support files are current and complete and information is accurately documented to meet ECEAP performance standards.

- Attend and actively participate in all county and agency meetings and trainings.
- Plan, implement, facilitate and attend all monthly family events and activities that reflect the interests and needs of the families enrolled in the Volunteers of America ECEAP program.
- Plan and support program and classroom activities designed to engage and involve parents and families as well as strengthen leadership skills.
- Work with prospective families to determine ECEAP eligibility.
- Work with families to ensure required documentation is submitted and on file.
- Recruit families into the Volunteers of America ECEAP program who are experiencing insecure housing and children who are in foster care.
- Enroll children into ELMS.
- Attend Advocacy Day with families.
- Support the county-wide as well as a site-based Parent Advocacy Council.
- Follow-up with families when children are absent or consistently late, ensuring attendance is near 100% on a regular basis and enrollment is maintained at 100% capacity.
- All Volunteers of America family support specialists work towards aligning their practices with other agency ECEAP programs.
- Other duties as assigned by the site manager or program director.

PHYSICAL REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to, and must be able to:

- read, speak, stand, walk, sit and use a computer keyboard and monitor.
- see and use computer, and able to hear well enough to communicate with co-workers, children, parents and volunteers.
- reach above head and perform repetitive movements
- transfer up to 50 lbs. with help
- have sufficient finger dexterity to open containers, buttons and zippers.
- bend to the floor.

This position may be exposed to bodily fluids, infections and odors.

All ECEAP employees are required to obtain the following within 90 days of employment:

- A current infant, child and adult first aid/CPR certification.
- HIV/AIDS and Blood-Borne Pathogens training.
- Washington State Patrol background check
- Hepatitis B vaccination
- TB test
- Food Handler's card

If you wish to apply for this position, please email your resume and cover letter to:

recruiter@voaww.org

Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.

