



WESTERN WASHINGTON

## POSITION: ECEAP Family Support Specialist

**Supervisor:** Program Manager  
**Division:** Volunteers of America Preschool Programs  
**Program:** ECEAP  
**Hours & Wages:** Full Time/DOE  
**Date:** March 2018

*VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!*

### **General Function:**

An ECEAP Family Support Specialist provides comprehensive and integrated family support services to families enrolled in the VOA ECEAP program. The Family Support Specialist works during the academic school year and maintains flexible hours to provide services when parents are available. 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/Skills:**

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 in the following area(s) of study: adult education, human development, human services, family support, social work, early childhood education, child development, psychology or another field directly related to their job.
- Speaking and writing Spanish skills is a plus.
- experience and educational background in early childhood education preferred.
- proficiency in the use of basic Microsoft Operating System, Office applications (Word, Excel, and Outlook) and Internet Explorer preferred.

### **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.
- hear well enough to communicate with co-workers, children, parents and volunteers.
- reach above head, bend to the floor, and perform repetitive movements.
- transfer up to 50 lbs. with help.
- have sufficient finger dexterity to open containers, buttons and zippers.

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

All ECEAP employees are required to obtain the following within 30 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 cover letter and resume to:

[recruiter@voaww.org](mailto: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.*