

FAMILY SERVICES SPECIALIST

Job Description



Background: The mission of Grail Family Services (GFS) is to strengthen family capacity to support young children's positive educational outcomes and to build a thriving community. GFS works with families with young children in the primarily-Latino community of East San José, in the Alum Rock Union School District. These families are some of the most at-risk residents in Silicon Valley. Nearly 48% are foreign born, and 35% either do not speak English well or do not speak it at all. As a result, these families are overrepresented in referrals and cases supported by the Department of Families and Children's Services. Although representing about 24% of the population, Latinos represent 58% of referrals and 63% of open cases. For more information about who we serve and about Grail Family Services, please see our website at www.gfsfamilyservices.org.

Position and Responsibilities: GFS subcontracts with the Alum Rock Counseling Center (ARCC) in the implementation of this program¹. Promoting seamless collaboration between GFS and ARCC is therefore a key aspect of this position. The goal of GFS's Family Services Specialist is to prevent child maltreatment by increasing the knowledge, skills, and support for parents of school-aged children. In this role, the Specialist delivers the Prevention Early Intervention (PEI) Services Program to children and families attending schools in the Alum Rock Unified Elementary School District in East San Jose. Employing evidence-based practices, PEI services target high-risk youth and their families with the goal of preventing, reducing, and eliminating mental health issues that may be inhibiting academic success and family wellness. Responsibilities of the Family Services Specialist are:

- Assess parents' needs and strengths and provide Case Management to at-risk families.
- Develop, implement, and evaluate a family plan with the use of the Parent Empowerment Assessment Tool.
- Facilitate workshops, including the Strengthening Families Program, that engage parents and children in building knowledge and strengthening their bond.
- Ensure that all required forms, consents, family plans, legal documentation, etc. are properly completed and kept up to date.
- Work closely with the Family Services Lead, who acts as the main link between GFS (as subcontractor), and Alum Rock Counseling Center (as contractor).
- Collaborate with other GFS staff as required.
- Represent the agency in the community through presentations.
- Conduct participant recruitment and outreach in the community, and make referrals to other GFS programs.
- Prepare program reports, as needed.
- Other duties as assigned.

Required Qualifications

- Bachelor's degree in child development, social work, psychology, or associated field required.
- Bilingual English/Spanish required.
- Ability to develop rapport with clients and other team members.
- Self-starter able to take initiative.
- Strong time management skills.
- Teaching/facilitation experience with adults and children.
- Tuberculosis Test (TB Test) and Background Check.
- Must have valid California driver's license, insurance, and reliable transportation.
- Ability to make a one-year commitment.

Other desired qualifications include:

- At least two years of experience working with low-income families of color.
- A passion for the GFS mission.
- A flexible individual comfortable with a fast-paced environment and a good sense of humor.

¹ The mission of ARCC is to provide culturally appropriate services which enable youth and their families in East Santa Clara Valley to improve their lives.

- A growth-mindset and a willingness to learn.

Compensation and Benefits

- Full time position, must be willing to work some evenings and/or weekends.
- Salary is competitive and commensurable with experience.

The Family Services Specialist reports to the Director of Programs

To apply please e-mail resume and cover letter to:

jobs@gfsfamilyservices.org

No Phone calls please

GFS is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants