



**Family Support Specialist Openings (multiple)**

*Posted May 21, 2019*

***Please submit cover letter and resume or CV to [info@SayYesCleveland.org](mailto:info@SayYesCleveland.org)  
By June 12, 2019***

<b>Class Title:</b>	Family Support Specialist		
<b>Reports to:</b>	Director of Student and Family Services, Say Yes Cleveland	<b>Pay Range:</b>	Competitive

**Classification Function**

The Family Support Specialist serves as a resource in the CMSD school system and partner schools to identify, engage, and assist at-risk students. An at-risk student may demonstrate signs of abuse and/or neglect, difficulties with behavior or social-emotional issues, and a detrimental impact on academic performance. The Family Support Specialist collaborates with the family and professionals to develop strengths-based and solution-focused goals and interventions in a service plan. Family Support Specialist works to facilitate the implementation of Say Yes Cleveland. The Family Support Specialist position compliments existing CMSD School Support Teams and will not reduce, interfere with, or perform services provided by any CMSD employees.

**Essential Job Functions**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Develops trusting relationships within CMSD schools/site and community. Works with many CMSD students who are linked with the Cuyahoga County Division of Children and Family Services (DCFS) identified as at-risk and in need of services.
2. Coordinates and collaborates with the family and professionals to develop, **oversee**, and document service plans, progress indicators, and outcomes.
3. Conducts home and family visits with some non-traditional hours required. Refers families for school-based and community services to meet individualized needs. Coordinates and arranges for child and family services to increase knowledge and access, including food pantries, shelters, and agencies that help with other basic needs such as clothing and housing.
4. Strengthens and confirms parents’/ caregivers’ understanding of child needs.
5. Adheres to all DCFS laws and regulations regarding pairing preventive services, including contacts, sharing of information, and documentation.
6. Works with Administrators to implement tasks related to Say Yes Postsecondary Planning System (PPS) for students, parents, and teachers including questions related to survey completion, accessing individual student growth plans, and data driven interventions and outcomes.



7. On-site collaboration, facilitation and enrollment of referred students and families with identified service providers including satellite mental health clinics, in-school legal and health services, after-school providers, and any other identified services. Works frequently with School Support Teams.
8. Serves as liaison between service providers, DCFS, school staff, and other partners, including information and referral procedures about Say Yes services and programs, participates in DCFS meetings.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Master's degree in social work or counseling and 3 years field experience is preferred. Candidates with a Bachelor's degree in social work or counseling will be considered based on experience, licensure, and advanced training.

Knowledge and experience working with or in child welfare and the school systems is preferred.

#### **Additional Requirements**

Excellent verbal and written skills; exemplary crisis communication and management skills, computer proficiency

Must be able to demonstrate the ability to deliver culturally competent service. Must be sensitive to cultural differences and able to incorporate that understanding into service provision. Able to engage students and families and work collaboratively with the child welfare and school systems in a large urban setting. Being bilingual (English/Spanish) is a plus.

Work may include meeting in client's homes (traditional and non-traditional hours)

Perform all duties associated with job responsibilities.

Must possess a valid driver's license

Ability to satisfactorily complete required background screenings

Ability to prepare, manage, and analyze reports.

Ability to communicate effectively and timely with all Say Yes Partners.