

Organization: **Youth & Family Services (YFS)**

Department: **HBHS**

Position: **Family Service Specialist**

Status: **Full-Time**

Reports to: **Home-Based Head Start Director**

Location: **Rapid City, SD**

**Work Schedule:**

Work Days: Monday through Friday

Hours/Week: 40

**\*\*\*\$2000 Sign on Incentive\*\*\***

Non-smoking work environment. Wage DOEQ. E.O.E.

**Benefits:** YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

**Minimum Qualifications:** Bachelor's Degree in Human Services or closely related field; experience and/or training in human services field. Transport children as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Must meet Head Start Program Performance Standards. Ability to provide leadership, communicate effectively, and understand issues of working with a variety of cultural, economic and social groups. Computer competency. Professional appearance and behavior. Flexible work schedule. Experience and/or training in working with young children and low-income families. Current vehicle liability insurance and a valid driver's license required.

**Essential Functions:**

- Provide oversight for the family and community partnership services of the Home-Based Head Start program.
- Ensure compliance with Head Start Performance Standards and other applicable local, state and Federal regulations and achievement of locally designed goals and objectives.
- Organize and coordinate recruitment efforts in collaboration with Home Visitors ensuring full enrollment is achieved and maintained in assigned service area; develop recruitment plans and materials; advise and assist in recruitment efforts for Home Based HS.
- Advise and assist in developing strategies for parent involvement in all aspects of the program.
- Work with all Home-Based HS staff to ensure effective delivery of program services.
- Assist families in assessing their strengths and needs, and in developing Family Partnership Agreement goals.
- Encourage and empower families to meet their goals for self-sufficiency.
- Ensure that parents and staff are receiving community resource information, child abuse & neglect prevention information and other relevant topics through personal contact, training and written materials.
- Encourage and empower parents to recognize themselves as the primary educator of their children by promoting parent involvement in all component areas. Advocate for parents and act as liaison between family and agency.
- Ensure that staff are informed of mandated child abuse and neglect reporting standards and confidentiality policies.

- Responsible for maintaining a family caseload.
- Monitor the Family Services budget in consultation with Program Director.
- Hire, train, supervise and evaluate all staff as assigned by the Program Director within the framework of agency policies and procedures.
- Attend all staff meetings and trainings as requested by supervisor.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.

**Additional Functions:** Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Coordinate staffing as needed to help assess the education, health, nutrition, family services and disability needs of children and families. Work effectively with parents and children from diverse and low-income backgrounds, community members, leaders, and a variety of cultural groups. Ensure documentation, referrals, staffing and follow-up is achieved. Coordinate education / training focusing on family, mental health, community resources and program requirements for staff and for parents. Keep current in research and new developments in the field to ensure a high quality, responsive, effective program. Assist in relevant aspects of program planning in coordination with Program Director and other program components. Advocate for parent(s) and act as liaison between family and agencies. Review, evaluate and update work plans on an annual basis. Coordinate, plan, facilitate and support Parent Association with the Program Director. Maintain confidentiality as it relates to information about children, families, and other staff members. Promote and support the entire YFS organization and encourage client use of other programs as appropriate. Perform additional duties as assigned by supervisor.

**Environmental Functions:** Perform duties in a controlled office environment, participate in some socialization opportunities, field trips and activities with children, and conduct visitations in the home of clients. Must be able and willing to meet travel needs of position (local and 7 county area, out of-area, out-of-state) and occasionally transport parents/families to necessary appointments. Ability to lift up to 50lbs.

**How to Apply:** For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

**How to Submit Application:**

By email

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

**Any questions? Call HR Team at 605-342-4195!**