

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

Department: **Child Development Center**

Position: **Family Service Specialist**

Status: **Full-Time**

Reports to: **Site Coordinator**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

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, and more!

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 SD Child Care Licensing Regulations if required for position. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Punctuality, dependability and flexibility. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Maintain family and community partnerships according to Head Start Performance Standards and framework.
- Comply with and implement all applicable local, state, and federal regulations.
- Establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs and established treatment or family plan.
- Establish and maintain a positive and trusting relationship with children and their families. Support parents to become involved in the programs curriculum approach to child development, education, school readiness and family partnership agreements.
- As part of this ongoing partnership, grantee and delegate agencies must offer parent opportunities to develop and implement individualized family partnership agreements that describe family goals, responsibilities, timetables and strategies for achieving these goals as well as progress in achieving them.
- Follow-up with each family to determine whether the kind, quality, and timeliness of the services received through referrals met the families' expectations and circumstances. Provide crisis intervention to families in the areas of food, shelter, clothing, transportation, health, and mental health services.
- 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.
- Responsible for registration, recruitment and enrollment. Follow yearly updated recruitment plan. Responsible for maintaining a family caseload.
- Establish and maintain child records following Head Start Performance Standards, mandated reporting standards and confidentiality policies.

- Develop, maintain and implement an effective transition plan for families as they move into and out of the program.
- Serve as a member of the staffing team to assess the education, health, nutrition, disability, and family service needs of each child and family.
- In conjunction with parents, staff and Policy Council, assist in the annual update of the written family and community partnership work plans.
- Assist in all assigned grant activities including, but not limited to, in-kind and United Way.
- Ensure parents receive community resource information through home visitation, training and written materials and assist families with accessing services.
- Assist in completion of the Program Information Report (PIR).

Additional Functions: Attend and participate in staff meetings and trainings as requested by supervisor. Ensure documentation, referrals, staffings and family and child reviews are completed and followed-up on. Identify and support families who have needs in literacy and/or educational attainment. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Maintain confidentiality as it relates to information about children, families, and other staff members. Promote and support all YFS programs and services. Perform additional duties as assigned by supervisor. Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner. Maintain a working knowledge of child care billing and child care assistance program.

Environmental Functions: Ability to lift up to 50 lbs. Work schedule may vary dependent upon program needs. Must be able and willing to meet travel needs of position, including out-of-area and out-of-state. Perform duties in a controlled office or classroom environment; participate in activities with children as appropriate. Ability to carry children with both arms. Ability to move within the classroom and playground and on the bus. Ability to move from sitting or kneeling on floor to standing. Ability to kneel and bend.

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!