



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

ABOUT THE AGENCY: Family Support Services is a non-profit agency founded in 1989. With offices in Oakland and San Francisco, we serve families in Alameda, San Francisco, and Contra Costa counties. Our programs target families, youth and children whose health and welfare are vulnerable as a result of a variety of circumstances.

POSITION: Kinship Program Assistant – Bilingual (Spanish/English)

Posted: September 29, 2017

PROGRAM DESCRIPTION: The Kinship Youth Program (KYP) is a comprehensive, year-round program focusing on academic, social and leadership development by engaging in long-term connections with the youth we serve. KYP is part of the Kinship Support Services Program (KSSP), which provides a range of services to Northern Alameda County relative caregiver families, including case management, support groups and respite services.

JOB DUTIES:

- Assist in implementing of the academic and enrichment components of the Kinship Youth Program
- Assist with group/individual management and development; facilitate individual and small group activities/outings
- Provide support to volunteers and part-time staff and model appropriate youth development methods
- With KYP team, organize and support program special events (e.g. Open House, community service activities, holiday activities)
- Maintain timely and thorough reports and other related program documentation
- Collaborate with Kinship social workers, other agency staff and community resources, as needed to support youth participants
- Under program manager's direction, facilitate and maintain contact with school officials in support of KYP youth/families
- Provide transportation assistance for KYP, including driving agency van to transport clients
- Support KYP's College Pathway Component including college application guidance, financial aid and scholarship support
- Support KYP's Literacy Component, including facilitating and tracking our reading fluency process
- Fulfill other duties as assigned

MINIMUM QUALIFICATIONS:

- BA required
- Must be available to work Tuesday – Saturday, including evenings, during the school year and Monday - Friday during the summer (with some flexibility)
- Experience with school advocacy (e.g. IEP, SST engagement and academic action plan development)
- Experience designing and implementing program activities for inner-city youth
- Excellent organizational, verbal and written skills
- Must be able to drive agency's 12-passenger van (must be at least 21 years old and meet insurance company approval)
- Competency with computers and MS Office Suite
- Familiarity with college application, scholarship research and financial aid processes preferred
- Experience tutoring in high school math & science desired
- Respect for and ability to work with people from diverse backgrounds, including youth and families
- Requires valid CA driver's license, a clear DMV record, current automobile registration and an insured automobile in good working condition.
- Must be physically able to perform all job responsibilities, which may include duties such as sitting, bending, kneeling or lifting minimum 25lbs.
- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).

STARTING SALARY RANGE: 36,500 – 41,000 DOE (plus bilingual differential)

Excellent benefits including health, dental, vision, life and long-term disability insurance plus retirement plan.

RÉSUMÉ AND COVER LETTER TO:

Juan Rodriguez, Program Manager at jrodriguez@fssba.org

Family Support Services, 401 Grand Avenue, Suite 200, Oakland, CA 94610 - www.fssba.org

Please attach all documents in PDF format. All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.