



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: Outreach Coordinator/Family Support Specialist
San Francisco

Posted December 7, 2020

PROGRAM DESCRIPTION:

The goal of the Respite/Child Care Program is to strengthen and support families and caregivers by providing a break from the challenges and responsibilities of care giving.

JOB DUTIES:

The **Outreach Coordinator/Family Support Specialist** position is primarily responsible for focusing on program outreach functions and activities, while serving as a back up to the program's Family Support Specialist team when required.

The **Family Support Specialist** is responsible for the provision of in-home and site-based respite/child care, and is involved in other general and administrative projects supporting services to families and the program. **Combined duties include:**

- Coordinating outreach (presentations, telephone contact, flyers) within target areas to inform families, public and private agencies about the availability of respite services
- Organizing meetings, events, and seeking out opportunities to make our organization's presence known
- Distribute and display program materials and information to the public as needed
- Attend and actively participate in all staff meetings, in-service trainings and workshops as scheduled
- Observe FSS policies, procedures, rules and regulations
- Engaging children in appropriate activities and providing high quality care during their parents or caregivers' absence.
- Providing for children's physical care and recreational, developmental, health, social and behavioral needs.
- Assisting with other general and administrative program projects when needed.
- Fulfilling other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree preferred; extensive outreach and child care experience may be substituted.
- Ability to receive clearance through a fingerprint/background check (criminal and child abuse).
- Must be physically able to perform all job responsibilities related to the care of children, which may include duties such as bending, kneeling or lifting minimum 25lbs.
- Working knowledge of Microsoft Office Suites
- Must have respect for and ability to work with persons from diverse ethnic backgrounds.
- Ability to work autonomously and as a member of a team.
- Flexibility in scheduling, including evenings and weekends.
- Must be willing to provide services throughout the city of San Francisco, San Mateo and the East Bay.
- Own transportation required, including valid California driver's license, a car in good working condition, current automobile registration, insurance and a good driving record.

STARTING SALARY RANGE: \$37,695- \$40,500 DOE Full-time=37.5 hours/week.

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

RÉSUMÉ AND COVER LETTER TO:

N. Bruce Williams, Respite Program Director bwilliams@fssba-sf.org

Cc Elyin Soto Arnold, Respite Program Supervisor esotoarnold@fssba-sf.org

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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.