



# 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 (Bilingual preferred)- San Francisco

## 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 caregiving.

## JOB DUTIES:

The Outreach Coordinator/Family Support Specialist position is primarily responsible for program outreach in the communities, presenting program information to potential clients, CBOs and public entities and serving as a back-up to Family Support Specialists in the provision of in-home and site-based respite/child care, and involve in other general and administrative projects supporting services to families and the program. Duties include:

- Coordinate outreach (presentations, telephone contact, flyers) within target areas to inform families, public and private agencies about the availability of respite services
- Organize 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
- Engage children in appropriate activities and provide high quality care during their parents or caregivers' absence.
- Provide for children's physical care and recreational, developmental, health, social and behavioral needs.
- Assist with other general and administrative program projects when needed.
- Fulfill other duties as assigned.

## MINIMUM QUALIFICATIONS:

- Bachelor's degree in social work/related field Preferred; or 2 years' experience in a similar field.
- Must have excellent verbal and written communication.
- Must be able to receive clearance through a fingerprint/background check (DOJ and child abuse).
- Must be physically able to perform all job responsibilities related to the care of children, which may include bending, kneeling, walking, lifting, and walking, and driving.
- Working knowledge of Microsoft computer applications (Word, PowerPoint, Excel, etc.).
- Must be comfortable in interacting with people from diverse communities and socio-economic backgrounds.
- Ability to work autonomously and as a member of a team.
- Flexibility in scheduling, including evenings and weekends.
- Covid- 19 vaccination required.
- Require California driver's license (with a clear DMV record), own transportation; a car in good working condition, current automobile registration, insurance and a good driving record.

**STARTING SALARY RANGE:** \$42,000- \$44,000 (bilingual differential available) DOE Full-time=37.5 hours/week.

**EXCELLENT BENEFITS:** HEALTH, DENTAL, VISION, LIFE INSURANCE, COMMUTER CHECKS, AND RETIREMENT PLAN.

**EXCELLENT FRINGE BENEFITS:** VACATION, PERSONAL TIME & SICK TIME AVAILABLE.

## RÉSUMÉ AND COVER LETTER TO:

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[www.fssba.org](http://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.