



FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

JOB ANNOUNCEMENT

Family Support Specialist – Respite/Childcare Program

(Bilingual in English/Cantonese/Spanish, desired but not required)

Date Posted: December 15, 2023

Status: Full-Time, Non-exempt

Location: San Francisco

This **entry-level position** values diverse career and educational paths. Whether you're starting your career or transitioning, we prioritize skills, knowledge, and commitment. We believe in fostering a team with diverse perspectives and encourage those with relevant experience to apply and contribute to our mission.

ABOUT US:

Family Support Services is a nonprofit organization that provides prevention and intervention services that support families with children. Our mission is 'to nurture children, youth and caregivers to keep families healthy and intact' – please visit our website at www.fssba.org to learn more about our programs and services.

SUMMARY:

Join our team as a Family Support Specialist in the Respite/Child Care Program. The Respite/Child Care Program is dedicated to fortifying and supporting families and caregivers by offering a reprieve from the challenges and responsibilities of caregiving. This entry-level position provides an invaluable opportunity for individuals seeking experience in an office setting and serves as a stepping stone for caregivers aiming to advance their careers.

KEY RESPONSIBILITIES:

The Family Support Specialist will be primarily responsible for in-home and site-based respite/child care. Duties include:

- Provide high-quality care for children, including those with diverse behavioral needs or unique challenges.
- Engaging children in appropriate activities and ensuring high-quality care in the absence of parents or caregivers.
- Meeting children's physical, recreational, developmental, health, social, and behavioral needs.
- Assisting with outreach efforts, including presentations, telephone contact, and distributing flyers to inform target areas about the availability of respite/child care services.
- Collaborating as an integral member of the Respite/Child Care Program team.
- Providing organizational support to the program.
- Assisting with various general and administrative program projects as needed.

MINIMUM QUALIFICATIONS:

- Child care experience is required.
- Consideration given to those with a child development associate degree or child-related courses from an accredited College or University.



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- Fluent in verbal and written communication.
- Knowledge of Microsoft Office, Zoom, and email management.
- Respect for and ability to work with individuals from diverse ethnic backgrounds.
- Flexible scheduling, including evenings and weekends.
- Willingness to provide services throughout the city of San Francisco and San Mateo.

REQUIREMENTS:

- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse)
- Own transportation, requires California drivers' license, auto registration and an insured automobile in good working condition.
- Physically able to perform all job responsibilities related to child care, including bending, kneeling, or lifting a minimum of 25 lbs.
- Vaccination for COVID-19 required

SALARY:

The starting salary range for this position is \$42,000-45,000 per year DOE. Bilingual differential is available.

Family Support Services also offers excellent benefits: 100% employer-paid Health for eligible employees, dental, life insurance, and long-term disability. Offer voluntary optional benefits: vision, supplemental life insurance, short-term disability, accident, critical illness, commuter benefit, and retirement plan. Generous vacation, sick, and personal time.

APPLY:

Please email your résumé and cover letter to: AdminHR@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 Headquarters:

303 Hegenberger Road, Ste. 400 - Oakland, CA 94621 - Fax: (510) 834-1548

www.fssba.org

Family Support Services is an equal-opportunity employer. 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.