



# 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

*Posted: February 2021*

**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 the academic and enrichment components of the Kinship Youth Program
- Assist with group/individual management and development; facilitate individual and small group activities/outings
- 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
- Provide support to volunteers and part-time staff and model appropriate youth development methods
- With the KSSP team, organize and support program special events (e.g. Open House, community service and holiday activities)
- Collaborate with Kinship social workers, other agency staff and community resources, as needed to support youth participants
- Under program supervisor's direction, support caregivers with facilitating and maintaining contact with school officials in support of KYP youth/families
- Provide transportation assistance for KYP, including occasionally driving agency van to transport clients
- Maintain timely and thorough reports and other related program documentation
- Fulfill other duties as assigned

## **MINIMUM QUALIFICATIONS:**

- BA degree or work experience with youth required
- Bilingual in Spanish preferred
- Must be available to work M-F, including evenings and occasional weekend days
- Experience working with inner-city youth
- Experience tutoring students in grades K-12 desired; experience with school advocacy (i.e. IEP, SST engagement) a plus
- Familiarity with college application, scholarship research and financial aid processes preferred
- Excellent organizational, verbal and written skills
- Competency with computers and MS Office Suite
- Respect for and ability to work with people from diverse backgrounds, including youth and families
- Must be able to drive agency's 12-passenger van (must be at least 21 years old and meet insurance company approval)
- Requires valid CA driver's license, a clear driving record, and approval to drive by the Agency
- 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).

*Staff is currently working in the office a few days per week and remotely; there is no direct client work at this time due to COVID.*

**STARTING SALARY RANGE: \$37,000 – \$42,200** DOE (plus bilingual differential). Full-time = 3715 hours a week. Excellent benefits including health, dental, vision, life and long-term disability insurance plus retirement plan.

## **RÉSUMÉ AND COVER LETTER TO:**

Karen Einbinder, Director of Program Operations, at [keinbinder@fssba.org](mailto:keinbinder@fssba.org)  
Family Support Services, 303 Hegenberger Road, Suite 400, Oakland, CA 94621 - [www.fssba.org](http://www.fssba.org)

**Please attach cover letter and résumé 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.