

## Job Posting

**Position Title:** Family Support Specialist

**Agency:** Community Action Partnership

**Classification:** Non-Exempt

**Agency:** Community Action Partnership for Madison County Inc. is a nonprofit human services agency that serves Madison, Herkimer and Oneida counties. The agency has programs funded by New York State, federal, and Madison County grants. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, and Housing. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible.

### **JOB DUTIES:**

- Provide home visiting services to families following the guidelines established by Healthy Families New York.
- Initiate and maintain regular contact with families; provide prenatal and other health information; assist to strengthen parent / child relations; introduce new resources; make appropriate referrals that assist the family in achieving their goals and outcome measures to demonstrate success.
- Maintain accurate and timely documentation as required by the program and maintain confidentiality of all case records and information gathered in the course of providing services.
- Participate in weekly individual supervision. Participate in staff training, case consultation, staff meetings, and case coordination meetings with other community service providers.
- Prepare for home visits by organizing approved program curriculum, individualized resources and supplies, and required paperwork.

### **QUALIFICATION AND SKILLS:**

- Minimum qualification - High school diploma / GED plus three years' work experience caring for young children or providing family development services required; Preferred – Child Development Accreditation or Associates degree in human services or related field and at least 1 year experience working with families and/or children.
- Experience working with or providing services to children and families or working with, or assisting, high risk families in a community setting is preferred. Credentialed Family Development Worker preferred.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: [HR@capmadco.org](mailto:HR@capmadco.org). CAP is an EOE/AEE.