

Parent Aid Job Announcement
Bilingual Family Support Specialist
Full-time—40 hours/week
Starting at \$26,000 + generous benefits

General Parent Aid Background

Parent Aid, www.parentaid.org, is a nonprofit organization founded in 1990 and dedicated to strengthening families and preventing child abuse before it happens. Our successes lead to exciting positive social change and we are looking for an energetic and passionate person to join our team.

Family Support Specialist

You are the ideal candidate if you have excellent interpersonal skills, are open-minded and nonjudgmental. You will be detail-oriented, well organized and able to multitask. You will also be a flexible team player with a sense of humor and a willingness to work hard. Additionally, you will be inspired to learn and grow personally and professionally and be passionate about making a difference in the lives of families in our community.

The Family Support Specialist works with families to strengthen parenting skills, enhance family quality time, improve child behavior, improve problem solving skills, increase family self-sufficiency and strengthen knowledge of life skills such as budgeting, nutrition, home safety, etc.

Primary duties include:

- Visiting families regularly and providing family support
- Teaching, role modeling, demonstrating and, where applicable, offering group training to families
- Implementing family assessment at intake and during regular intervals
- Supporting families in identifying and accessing community resources
- Facilitating parent education workshops and/or classes
- Maintaining accurate and timely documentation and administrative records
- Inputting data into a database
- Working with families to establish and accomplish family goal plans
- Participating in all staff meetings
- Representing Parent Aid in the community
- Answering phones
- Accepting and/or making referrals
- Other duties as necessary or assigned by Executive Director

Requirements

- Bachelors degree preferred
- Experience in social services
- Bilingual English/Spanish required
- Proficiency in Microsoft Word and the internet
- Must pass Department of Public Safety Fingerprint Clearance background check
- Valid Arizona Driver's License, reliable car and auto insurance
- Ability to work independently and as part of a team
- Must be comfortable with a multicultural office setting
- Interest in Parent Aid's mission

To Apply

Please email cover letter and resume to Sean Young at: hr@parentaid.org. Original deadline was July 25, 2010, but we will accept applications until the position has been filled.