

Family Support Partner Bi-lingual Spanish

Job Status:

Full-time, exempt

Summary:

Implement Family Success Center programs and activities to inform, educate and strengthen families to succeed.

Responsibilities:

- Develop and implement Family Success Center programs in accordance with the mission and the goals of the organization
- Assess families and their needs; provide appropriate resources; document all family assessments on the Center's family registration form
- Help develop and implement workshops, classes, and parent—child activities
- Collect and maintain family records for statistical purposes according to the confidentiality/privacy policy of the organization; submit the collected data in excel spreadsheet for the Executive Director to download into Survey Monkey no later than the 5th of the next month
- Assist in outreach to the community by participating in outside agency events and programs
- Work closely with staff to plan the Center's calendar of monthly events and activity flyers
- Develop and establish the Parent Community Advisory Board; work with the Parent Community Advisory Board, prepare agenda, and record meeting minutes
- Participate with and alongside families during parent—child activities
- Provide bi-lingual translation and interpretation as needed
- Maintain current and develop new relationships with community partners and local service providers to collaborate and build the Center's program schedule
- Incorporate and implement the Principles of Family Support, Standards of Prevention, and the Protective Factors into all aspects of your work
- Incorporate and implement the newly published Practice Profile (DCF)
- Attend conferences and professional trainings when necessary and appropriate; all trainings must be approved by the Center's Executive Director in advance
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- Any and all additional responsibilities as related to the position and as requested by the Executive Director

Requirements & Qualifications

- Associates degree required; undergraduate intern in counseling or social work considered; years of work experience in lieu of education also considered
- Minimum of two years of experience; non-profit preferred
- Understand and practice ethical behavior and best business practices
- Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques
- Maintain professional standards and boundaries with colleagues, community partners, and families
- Fluent in MS Office Suite
- Oral and written proficiency in English and Spanish; must speak Spanish fluently
- Knowledge of Monmouth County desired

- Ability to learn and use contact management system (Vertical Response)
- Be flexible and eager to learn new things
- Flexibility is essential; work hours are subject to change due to scheduled programs, activities, and events reflected on the monthly calendar of events
- Must be able to work an occasional evening and weekend day
- Valid driver's license and reliable vehicle are essential to perform the job; ability to run errands and shop for programs, attend outreach events and mandatory statewide trainings, and meetings

Working Conditions

- Must be able to lift up to 25lbs
- Must be able to sit for long periods of time and physically operate routine office equipment such as telephones, computers, copier, etc.
- The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl
- Regularly required to speak clearly and hear the spoken word well
- Regularly required to utilize near vision ability to read data and documents, including spreadsheets and reports, in printed form and on computer screens
- Ability to travel (reliable vehicle and valid driver's license)
- Working conditions are normal for an office environment
- Noise level in the work environment is usually quiet to moderate
- Must be available to work some nights and weekend