

**Community Partnerships is expanding its services and has a full-time opportunity for a skilled professional to join our Early Childhood Initiative (ECI) Program near the end of 2016/start of 2017. ECI is a voluntary, home visitation program for expectant parents and families with young children. The Bilingual Family Support Specialist (FSS) is responsible for developing strong relationships with enrolled families in order to serve as a support and resource person and to provide an array of clinical and case management services. Services aim to strengthen family relationships, enhance parent/child health and mental health, and broaden community supports for enrolled families.**

**Job Title: Bilingual Family Support Specialist**

- Qualifications:**
- Bachelor's Degree OR a combination of commensurate coursework and experience in social work, psychology, child development or closely related field
  - Bilingual, English/Spanish
  - Demonstrated experience working with individuals or families on issues related to parent education and support, community resources usage, case management and/or advocacy, and health and mental health
  - Demonstrated written and verbal communication skills
  - Experience working with others from diverse cultural backgrounds
  - Commitment to strength-based, recovery-focused programming
  - Demonstrated ability to work as a member of a team

- Preferences:**
- Infant, Early Childhood and Family Mental Health Certification
  - Knowledge of Dane County's community resources which benefit adults and families
  - Demonstrated flexibility, initiative, and creativity

- Job Duties:**
- Develop comprehensive individualized assessments which may include written psychosocial assessment; standardized developmental, sensory and relational assessments; and, with appropriate education, training, and supervision, development of diagnostic profile using DSM 5 or DC 0-3.
  - Partner with families to establish a realistic plan of action in response to assessed needs and stated goals.
  - Provide supportive counseling and case management services that are trauma-informed, culturally relevant, and non-stigmatizing. Direct services to individuals, families, and groups may include the following with appropriate education, training, and supervision: parenting support and education, crisis intervention, counseling related to mental health/trauma/AoDA, facilitation of groups, parent-child relational support, infant mental health services, Family Team Meeting facilitation, and intensive case management.
  - Assist the individual and family with identifying and establishing natural and professional supports in the community. Advocate for families within the community to address barriers which may interfere with family growth and access to services.
  - Maintain contact with individuals and families to a degree sufficient to monitor and assist progress, typically at least one face-to-face contact per week.
  - Complete all consumer-related and program-related paperwork according to established guidelines for quality and timeliness.
  - Complete and submit billing for all billable services.
  - Maintain a flexible schedule to accommodate program and consumer needs that may include evenings.
  - Assist in the development of program special events which provide opportunities for parent and family connection and growth.

**Work Hours:** Monday through Friday. Some evenings may be required.

**To Apply:** Send completed **Application Form, cover letter and resume to:**

Attn: Human Resources  
Community Partnerships, Inc.  
1334 Dewey Court  
Madison, WI 53703

Alternatively, fax to (608) 250-6637 or e-mail to [hr@commpart.org](mailto:hr@commpart.org)

- **Application Form** is available at [www.community-partnerships.org](http://www.community-partnerships.org). Application packet **must be complete** to be considered.
- Position will remain open until filled.
- Criminal background check is required for employment.
- Valid Wisconsin Driver's License, access to reliable transportation, and automobile insurance according to agency guidelines are required.

**Community Partnerships is an Affirmative Action/Equal Opportunity employer.**