

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 Lead Family Support Specialist/Site Coordinator is responsible for providing clinical, reflective, and administrative supervision to a small group of Family Support Specialists, as well as providing on site support in the form of program outreach, management of referrals, orientation and training of new staff, crisis management, billing/reporting, and general office organization. The Lead FSS/Site Coordinator is also responsible for maintaining a small caseload of ECI families. Services aim to strengthen family relationships, enhance parent and child mental and physical health, and to broaden community supports for enrolled families.

Job Title: Lead Family Support Specialist/Site Coordinator

Qualifications:

- Master's Degree in social work, psychology, child development or closely related field OR Bachelor's Degree in stated fields with Infant, Early Childhood, and Family Mental Health Certification or equivalent advance training
- Five years or more 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:

- Clinical licensure in field (LCSW, LPC, LMFT)
- Prior supervisory experience
- Current or prior experience working in the Early Childhood Initiative Program
- Experience providing home-based services to children and families
- Infant, Early Childhood and Family Mental Health Certification
- Bilingual, English/Spanish
- Knowledge of Dane County's community resources which benefit adults and families
- Demonstrated flexibility, initiative, and creativity

Job Duties:

- Receive and review incoming referrals and assign them accordingly.
- Facilitate group and individual supervision, including reflective supervision, to ensure quality provision of services, service continuity, and achievement of treatment and contract goals.
- Facilitate and participate in recruiting, hiring, and training of new staff in the Program.
- Provide ongoing technical assistance, oversight, and monitoring of required paperwork/documentation/billing.
- Manage site budget and day to day site operations including weekly team meeting facilitation and overall office organization, troubleshooting, and improvement.
- Coordinate community outreach and develop and maintain collaborative relationships with referral sources in the community to maintain program enrollment at or near capacity at all times.
- 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. Advocates 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.
- 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

- **Application Form** available at 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.