



<b>Title:</b> Child and Family Specialist	<b>Department:</b> Mental Health Team
<b>Hours:</b> Part-time; 30 hours a week	<b>FLSA:</b> Exempt
<b>Salary Range:</b> \$25,852.50-\$41,390.25 / annually, matrix applicable	<b>Reports to:</b> Mental Health Therapist
<b>Benefits Package:</b> Full benefits package; Medical, Dental, Vision, 403B, Supplemental Insurance and more	

**Overview:**

This position provides services to parents and their children who are currently participating in Housing Hope’s shelter, transitional and permanent-with-services housing programs and/or attending Tomorrow’s Hope Child Development Center (THCDC).

**Essential Job Duties:**

1. In coordination with parents, agency staff and community providers, assess the developmental needs of children (birth to 18); develop child development plans.
2. In coordination with parents, agency staff and community providers, assess needs related to parent education and support; develop parent support plans.
3. Work with children and families in their homes and community settings to meet goals to support children and families.
4. Coordinate with parents, youth and education programs to enroll youth, support consistent attendance/participation, support academic achievement, and help to ensure compliance with the McKinney-Vento Act.
5. Act as the McKinney-Vento/child education lead for the agency, including HUD funded projects: Lervick Family Village, Housing Hope Village and Beachwood North.
6. Support coordination of child and family support services for families attending Tomorrow’s Hope Child Development Center, including maintaining positive relationships with other homeless housing providers.
7. Establish and maintain ongoing relationships with resources in the community relating to the child and parent needs of family participants; provide support and advocacy to help ensure families have access to and receive appropriate services to meet their needs.
8. Provide instruction for Parent Education courses.
9. Attend interagency and networking meetings as appropriate. Advocate for and support needed changes to community systems relating to children and parents/families.
10. Attend agency meetings as appropriate.
11. Maintain accurate case notes, files, and other required documentation.
12. Other tasks and responsibilities as assigned and required by program model and funding.

**Non-Essential Job Duties:**

1. Drive company vehicles as required.
2. Assist with other agency requirements as directed.
3. Represent Housing Hope at events as directed.
4. Assist with other tasks as required.

**Requirements:**

- Bachelor's degree with emphasis in child development and at least 2 years relevant experience.
- Ability to work closely and effectively with children of varying ages in whole-family settings.
- Ability to provide parent education and support in formal and informal settings.
- Ability to work effectively with individuals of differing skills and backgrounds.
- Ability to work effectively as part of a team.
- Ability to work some evenings.
- Washington Driver License.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly and extensively required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms, may be required to perform repetitious movements for long periods of time in order to complete a task, stoop, kneel, crouch, or crawl and talk or hear.
- The employee frequently is required to climb, walk, sit, and talk or hear.
- The employee is regularly required to stand; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift, carry, push and pull up to 25 lbs. frequently. Items that are over 25 lbs. must be lifted, carried, pushed, pulled, or moved with proper equipment for assistance (dolly) and proper safety procedures must also be followed.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Ability to work in a general classroom environment as well as outdoor environment. Possible exposure to weather—heat, wet, cold, wind, and noise.

We at Housing Hope are trauma-informed and committed to excelling in creating a holistic, diverse, inclusive, uplifting and appreciative environment. We endeavor to be inter-culturally competent and trauma informed in all our practices and procedures. This simply means that we are attentive to the needs of the workforce. We embrace and practice a high standard of diversity and inclusion and strive for equity for all persons regardless of race, color, religion, citizenship, national origin, veteran status, marital status, political affiliation, sexual orientation, gender identity, disability, sex, age, status in regard to public assistance, or any other basis protected by local, state or federal law.