

POSITION DESCRIPTION

Family Service Provider

Family Service Provider (FSP) is responsible for working with the Family Services Manager (“FSM”) in implementing the family service programs including parent education, crisis intervention, counseling (individual, family and group), case-management, mentoring and community services referrals. The FSP is responsible for a personal caseload of in-house clients as needed. In addition, the FSP fosters nurturing relationships with students, sets consequences, acts as a role model, and provides support and guidance to students. The FSP must be an effective communicator, a good listener, and maintains a friendly, outgoing demeanor to all stakeholders. The FSP position requires independent thought and discretion, as well as the ability to assess situations, their importance and impact to families, students, and programs.

Reports To: Family Services Manager

Status: Full time- 40 hours per week.

Salary: \$55,000

Work Schedule: Monday - Friday, evenings (occasional weekend events)

How to Apply: Send resume and cover letter to Yahaira Murillo ymurillo@a-step-beyond.org

ESSENTIAL JOB FUNCTION AND RESPONSIBILITY

- Actively support the organization’s mission and vision.
- Provide counseling services to student and parents including, group, individual and family counseling
- Perform assessments related to mental or social/emotional issues such as substance use, support systems, physical and emotional functioning, barriers to academic performance, peer issues, suicidal/homicidal ideation, and other issues as needed;
- Use evidence based practices to develop and implement treatment plans that support student well-being and self-determination; provide direct therapeutic services such as individual or group therapy regarding specific issues;
- Providing case management services including, but not limited to, referrals and linkage to community resources, and collaboration with other professionals;
- Communicates and collaborates with staff members, parents, and students regarding caseload students’ progress and assists in developing strategies to facilitate positive academic, social, and emotional outcomes.
- Makes appropriate referrals to public or private community resources for assistance.

- Maintain in a confidential manner files, records and documents on activities and provide written reports as required
- Assist in administrative task including, coordinating, registration and events
- Attend all required meetings and trainings
- Establish nurturing relationships with students and parents
- Perform related duties as assigned.

QUALIFICATIONS (Education, Experience and Certifications):

- Bachelor's in Social Work, Psychology or other related field (Master's preferred)
- Bilingual in English and Spanish is required
- Must have access to reliable transportation and be willing to use it for job-related tasks
- Experience working with children, youth, and families
- Experience facilitating youth groups and therapeutic services (preferred)

Knowledge, Skills and Abilities

- Adhere to code of ethics, laws, regulations and procedures related to mental health,
- Ability to perform assessment techniques with individuals, families, and systems with the goal of improving student social, emotional, behavioral, and academic outcomes.
- Knowledge of evidence based mental health treatment modalities, child development and learning theory
- Understanding of laws regarding minors and child abuse reporting;
- Understanding of academic, socioeconomic, cultural, disability, and ethnic backgrounds of ASB students
- Trauma informed and culturally relevant practices and intervention strategies
- Knowledge of diverse academic, socio-economic, cultural, disability and ethnic backgrounds
- Strong communication and relationship-building skills
- Strong problem-solving skills and ability to collaborate with a wide variety of team members
- Establish and maintain effective working relationships with parents, students, staff and community agencies
- Work confidentially with discretion

PHYSICAL EFFORT AND WORK ENVIRONMENT:

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use the telephone, computer, calculator and office machines at required speed and accuracy.



- Vision sufficient to read handwritten, printed materials, and the display screen of various office equipment and machines.
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels).
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and when addressing groups.
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time.
- Physical mobility sufficient to move about the work environment (office, District, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps and to respond to emergency situations; physical strength sufficient to periodically lift and/or carry 20 pounds of materials or supplies; occasionally lift 40 or more pounds with assistance.
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds; typically indoor work environment

Benefits

- PTO- Vacation, Sick time, Holidays
- Health Insurance
- 401k Retirement Plan
- Opportunity for professional development