



## INSTITUTO FAMILIAR DE LA RAZA, INC.

### Job Description

### **Family Resource Specialist - Excelsior District**

Family Resource Systems, Casa Corazón

Hourly rate: \$21.98 to \$25.82

#### **AGENCY DESCRIPTION:**

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with an emphasis on serving the Chicano/Latino community in San Francisco with a particular focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including advocacy, early intervention, psychotherapy, psychiatric care, and case management for adults, youths, children, and families.

#### **PROGRAM DESCRIPTION:**

Casa Corazón provides Family Support Services programs within IFR. Program services include parent-child interactive groups, case management, parenting classes, parent leadership development, etc. Utilizing a model that supports family resilience, cultural diversity, and community empowerment, Casa Corazón helps ensure that Chicano/Latino families receive the support they need to remain safe and healthy.

Casa Corazón grew out of the Family Resource System movement to ensure that families received a continuum of support and services to enhance the family resilience. In response to the needs of Chicano/Latino families in San Francisco, Instituto Familiar de la Raza and three other organizations established the Chicano/Latino Family Resource System.

#### ***Essential Job Duties are, but not limited to the following:***

- Plans, coordinates, and implements group Family Support Services: Parent-Child Interactive Groups, Parenting Classes, Support Groups, Community Events, and other duties as assigned by program manager
- Provides individual Family Resource Support Services: Parent Consultations, Basic and Comprehensive Information, Children's Developmental Assessments (ASQ's) and Parent/Child Interaction Observations and Recommendations (KIPS)
- Maintains relationships with schools, child care centers, health clinics, and other organizations related to Family Support Services
- Conducts data collection and reporting
- Provides advocacy services and other related tasks as needed
- This position requires the candidate to work evenings and some weekends

#### ***Required Skills:***

- Bilingual Spanish/English
- Self-motivated, able to work independently and as part of a multidisciplinary team
- Available to work evenings and weekends

*Instituto Familiar de la Raza, is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.*

- Excellent written and verbal communication skills in both English and Spanish
- Knowledge and sensitivity to issues of diversity in the Latino/Chicano community including that of gender, race, language, sexual orientation, immigration and socio-economic status

### **EDUCATION, CERTIFICATION, AND LICENSES:**

BA degree in Human Development, Family Development, Social Welfare, Psychology, Sociology, Health Education or a related field and two years' experience providing community health education services or a combination of 6 plus years work experience and education.

Must pass and maintain annual Tuberculosis Test

Must pass Department of justice Fingerprint screening

Complete yearly recurrent online training

### **COMPENSATION AND BENEFITS:**

Wages are based on a per hour rate, which is \$21.98 to \$25.82, depending on qualifications and experience. This is a Part-time – non-exempt position with benefits, working a maximum of twenty-six (26) hours per week.

Employees working a minimum of 17.5 hours per week are eligible to participate in benefit medical health plans including dental, vision, 403(b) plan, earn vacation, sick leave, paid holidays, and on-going opportunities for learning.

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the vital functions.*

- Good general health, physical stamina, and emotional stability are essential
- Ability to hear with reasonable range and efficiently communicates in person or via telephone in a manner which can be understood by those with whom the person is speaking too, including a diverse population
- Capable of moving quickly to address emergency or potentially dangerous situations
- Activities that occur infrequently are: bending, squatting, crouching, kneeling, twisting, reaching straight, above or below shoulders
- Ability to use public and private modes of transportation, duties are office based, but travel to various offsite venues is required
- On occasion must lift up to 10 LBS

Please send Resume and Cover Letter to: Please note, applicants who do not submit a cover letter will not be considered

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