



INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Descriptions

Family Resource Specialist

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 emphasis in serving the Chicano/Latino community in San Francisco with a special 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 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, etc.
- 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,) etc.
- 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
- Organizes outreach efforts to the target population
- Plans and participates in community events/fairs
- Maintains up-to-date resources and educational information
- Prepares for group activities, including snacks, refreshments, materials to be used, and set-up/break-down

Required Skills:

- Bilingual Spanish/English
- Available to work evenings and some weekends
- Self-motivated, able to work independently and as part of a multidisciplinary team
- Available to work evenings and weekends
- Excellent written and verbal communication skills in both English and Spanish

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.

- Knowledge and sensitivity to issues of diversity in the Latino/Chicano community including that of gender, race, language, sexual orientation and socio-economic status
- Intermediate computer skills (Microsoft Word, Excel, Explorer, and online First 5 database)

EDUCATION, CERTIFICATION AND LICENSES:

Associates degree or certification in child development, pre-school education, or related field OR
Bachelor's degree in social sciences OR 4 years of experience in the areas of child development, group facilitation, and/or pre-school settings
Must pass and maintain annual Tuberculosis Test
Must pass Department of justice Fingerprint screening
Complete annual recurrent on line training

COMPENSATION AND BENEFITS:

Hourly rate: \$21.98 to \$ 25.82 depending on qualifications and experience. This is a full time – non-exempt position with benefits.

All full time positions at IFR are 35 hours per week and 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 essential functions.

- Good general health, physical stamina and emotional stability are essential
- Ability to hear with normal range and communicate effectively 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
- Ability to move quickly to address emergency or potentially dangerous situations
- Requires physical ability remain seated at a desk for long periods of time
- Manual dexterity to operate work processing equipment with skill, speed and accuracy
- Must be able to view computer for long periods of time
- Activities that occur infrequently are: bending, squatting, crouching, kneeling, twisting, reaching straight, above or below shoulders
- 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.

Ana Varinia Esquivel
Human Resource Manager
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