

# PROJECT UNITY



for help...for hope

**Full Time Position**

M - F

40 hours weekly

## **POSITION DESCRIPTION: Family Support Facilitator**

**TITLE:** Family Support Facilitator

**REPORTS TO:** Vice President

**JOB SUMMARY:** Provides and ensures the completion of a variety of administrative and professional duties to accomplish the goals of BVCOG Poverty Reduction Initiative (PRI). Provides family support services to Brazos Valley Council of Government's Section 8 Family Self Sufficiency (FSS) participants, to include, but not limited to, comprehensive family assessment, group and home based parenting sessions, resource and referral, basic need assistance including child care and transportation, parent café's, leadership skill building, removing stigma peer support groups and life skills advocacy.

**JOB RESPONSILITIES:** Family Support Facilitators, using the Parenting Wisely curriculum, teach parents and their children skills to improve their relationships and decrease conflict through support and behavior management.

- Conducts outreach and recruitment activities
- Conducts Intake/Assessment on each FSS participant
- Develops service plan with FSS participant based on assessment
- Develops Parenting Wisely class schedules convenient to the FSS participants
- Makes mid-week phone calls to FSS participant to check on progress, skill practice, homework assignments, etc.
- Provides and documents basic needs assistance given to FSS participant if indicated in service plan
- Provides resource and referral services if indicated in service plan
- Makes FSS participants who need childcare aware of which classes have childcare available
- Provides trolley passes or gas cards to FSS participants if transportation is indicated in service plan as a barrier to attending Parenting Wisely group sessions
- Lead PRI staff to coordinate activities for Family Resource Center at 1400 Beck Street in Bryan
- Other duties as assigned

Responsible for insuring that all required documentation is collected and recorded, completely and accurately:

- All required Pre and Post Protective factor Surveys are distributed to, and collected from, FSS participants
- All required Pre and Post Family Assessment Device are distributed to, and collected from, FSS participants
- All sign-in sheets are correctly filled out with FSS participant printed name, class topic and FSS participant signature
- All services provided to FSS participants, from intake to closure, are documented in Project Unity's Intake 1 client data tracking system

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- Other documentation required by the program a directed by Vice President or President of Project Unity

Activities are conducted primarily in one of several Project Unity office locations (Family Resource Center), off-site at community centers, schools, churches, etc., and on a limited basis, as needed, in individual homes. Intake/Assessment is conducted face-to-face; Ongoing coaching, including homework reminders and class attendance, is conducted by telephone and email, or in person when indicated. The Family Support Facilitator is responsible for documenting all activities.

Family Support Facilitators develop and participate in a variety of outreach and recruitment activities that may require weekend or evening hours.

### **EXPERIENCE AND QUALIFICATIONS:**

An associate's degree or higher in a health and human service field **OR**

Two (2) years of direct service experience in a health and human services field

Bachelor's degree preferred; bilingual a plus.

Must be comfortable providing community and home- based services to families

Must possess excellent, demonstrable written and verbal communication skills.

Must be proficient in computer skills with a working knowledge in WordPerfect, Excel and Microsoft Word.

Must have experience working with a diverse group of people from all walks of life.

Must possess a positive attitude.

**I have read and understand the Family Support Facilitator job description.**

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Employee

Date