



**PROJECT UNITY**  
FOR EMPOWERMENT, FOR HOPE

## **Family Support Facilitator/FAYS**

**REPORTS TO:** FAYS Supervisor

**FULL TIME POSITION:** M-F, 40 Hours Weekly

**JOB SUMMARY:** Performs and ensures the completion of a variety of administrative and professional duties to accomplish the goals of the Family and Youth Success program (FAYS).

**JOB RESPONSIBILITIES:** Family Support Facilitators, using Solutions Focused Brief Therapy, Parenting Wisely video series, Coping Cat, and Effective Black Parenting Program to teach parents and their children's skills to improve their relationships and decrease conflict through support and behavior management.

- Conducts outreach and recruitment activities.
- Conducts Intake/Assessment on each FAYS participant.
- Develops a service plan with FAYS participants based on assessment.
- Develops class/sessions schedules convenient to the FAYS participants.
- Prepares for and facilitates classes in the home of FAYS participants as needed.
- Makes midweek phone calls to FAYS participants to check on progress, skill practice, homework assignments, etc.
- Provides and documents basic needs assistance given to FAYS participants if indicated in the service plan.
- Provides resource and referral services if indicated in the service plan.
- Provides trolley passes or gas cards to FAYS participants if transportation is indicated in service as a barrier to attending classes/sessions.
- Serves approximately 65-70 FAYS participants annually/23 FAYS participants monthly on caseload.
- May provide services in multiple counties: Brazos, Burleson, Grimes, Madison, Leon, Washington, Robertson, Milam, Limestone, and Falls counties.
- Other duties as assigned.

Responsible for ensuring 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, FAYS participants.
- All sign-in sheets are correctly filled out with FAYS participant printed name, class topic and FAYS participant signature.
- All services provided to FAYS participants, from intake to closure, are documented in Project Unity's Intake 1 client data tracking system.
- Other documentation required by the program as directed by FAYS Supervisor.

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

### **EXPERIENCE AND QUALIFICATIONS:**

Must be Bilingual

An associate 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

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.

Salary is \$40,000-\$45,000 plus benefits.

Please email Ella McGruder at [emcgruder@project-unity.org](mailto:emcgruder@project-unity.org) your resume if you are interested.