**General**

The Family Support Specialist is responsible for providing supervising and providing a safe, secure environment for the non-custodial parent(s) and their children using the supportive visitation model.

Location: onsite at The Children’s Haven Wellstar Family Visitation Center

Rate of Pay: $18/hr.

Hours: up to 40 hours a week

Shift: Sunday- Wednesday. These hours are determined based on the number of referrals in the visitation schedule.

**Responsibilities**

* Assist families in building parental capacity and/or work towards reunification through parent skills training and linkage to community resources.
* Observe and assess the needs of the family during a supervised visitation.
* Ensure the safety and well-being of the child (ren) during the visitation, and provide the families with necessary feedback and guidance.
* Build rapport with the families, and help them gain additional confidence.
* Provide Family Support Services/ Parent Coaching using the Supportive Visitation Model.
* Teach positive interventions and strategies in the method of parent coaching, and modeling.
* Actively participate in weekly/ monthly and ongoing staff meetings that are program- related.
* Implement a diverse teaching style to accommodate the needs of the family.
* Respect the confidential nature of all information pertaining to the families we serve.
* Report services implemented for grant funding.
* Provide case updates for DFCS, and other court appointed professionals.
* Provide testimony at court when deemed necessary and approved by agency Director.
* Treat families with dignity and respect.
* Ensure the visitation facility is clean after every visit, inside and/or outside; that is in compliance with the CDC guidelines.

**Other duties**

* Attend training as needed and available to keep update on child welfare issues, laws, and policy.
* Basic computer skills, including familiarity with using the internet and Microsoft Word
* Work in cooperation with The Children’s Haven staff.
* Maintain good working relationships with local DFCS, other agencies and/or individuals that are inherent to the Supervised Visitation Program.
* Participate in trainings and other certification needed for the program.
* Perform other related duties as needed or requested.

**Qualifications**

1. Bachelor’s Degree in child development, psychology, sociology, social work, education of a related field.
2. Extensive experience may be substituted for degree.
3. Two years’ experience required (volunteer or paid) in at least several of the following areas: social services, child advocacy, volunteer supervision, training, non-profit management, volunteer CASA or guardian ad litem, child welfare, education, mental health, or parenting.
4. Complete and Pass Background Check

**Preferred, Not Required**

1. CPR and First Aid Certified
2. Experience with Nurturing Parenting Program

\*\*Please no phone calls regarding this position. Email inquiries only, please send to Christina@cherokeechildrenshaven.org.