



POSITION ANNOUNCEMENT

DEPARTMENT: Child Care
POSITION: Family Support Specialist/Healthy Families Illinois Program
REPORTS TO: Supervisor of Healthy Families Illinois **OPEN DATE:** Immediately

BASIC FUNCTION:

Reporting to the Supervisor of the Healthy Families Illinois (HFI) program, the Family Support Specialist's basic function is to provide intensive home visiting services to new and expectant families with identified risk factors for child maltreatment according to the national standards established by Healthy Families America.

POSITION RESPONSIBILITIES:

- Participate in the recruitment of eligible families for program enrollment
- Screen families using Healthy Families Illinois screening tools for eligibility for the program
- Complete weekly home visits with enrolled families
- Develop and review goals with family members according to HFI program timelines
- Complete the Ages and Stages 3 Questionnaire and the Ages and Stages Social Emotional Questionnaire with parents according to ASQ timelines
- Refer children with suspected developmental delays to Child and Family Connections for further evaluation
- Ensure that all enrolled families are linked with a medical home
- Track and monitor children's immunizations
- Conduct a postnatal depression screening with parent according to HFI timelines
- Administer the HFI Parent Survey to participants in accordance with HFI timelines
- Comply with all program data entry and documentation requirements
- Attend two after hours program events per program year
- Help develop program goals and participate in program strategic planning
- Adhere to the agency's confidentiality policy
- Participate in monthly all staff meetings and department meetings and retreats
- Attend all program mandated trainings and meetings
- Meet monthly with program supervisor for reflective supervision
- Other duties as assigned

POSITION REQUIREMENTS:

- Minimum of a high school diploma, some college preferred
- Experience working with and providing services to children and families
- An ability to establish trusting relationships
- Experience and willingness to work with culturally diverse populations
- Knowledge of infant and toddler development
- Bilingual English/Spanish
- Upon offer of employment must complete all forms related to hiring, including Erie's employment application, DCFS forms, criminal background check, fingerprinting and a child abuse and neglect background check
- Must provide three letters of recommendation

Compensation Range: Commensurate with experience, plus excellent benefit package!

Please forward resume, cover letter, and list of three professional references by Friday, August 2, 2019 to:

Ann Grecek
Director of Child Care
Erie Neighborhood House
1701 W. Superior St.
Chicago, IL 60642 **send via**
Email: agrecek@eriehouse.org

NO TELEPHONE CALLS PLEASE!
ERIE NEIGHBORHOOD HOUSE IS AN EQUAL OPPORTUNITY EMPLOYER
ACCREDITED BY NAEYC & NATIONAL AFTERSCHOOL ASSOCIATION
RECOGNIZED BY THE DEPARTMENT OF JUSTICE
UNITED WAY MEMBER