

**Institute for Healthcare Advancement
La Habra Family Resource Center
Job Description**

Family Stabilization Family Support Specialist
PART-TIME

Position Summary

The (Part-Time) Family Stabilization Family Support Specialist (FS FSS) responds to referrals from the County of Orange CalWorks Family Stabilization program for family support services as part of the Family Stabilization Program at the La Habra Family Resource Center. The FS FSS will assess the client's needs; provide one-on-one support; assist families in crisis to access resources to meet needs; coordinate information for clients' referrals; ensure clients are able to access services; follow up with clients; perform home, school or other community site visits.

Reporting Relationship

This position reports to the Manager of the Family Resource Center (FRC).

Key Responsibilities

- Engage successfully with the CalWorks referred Family Stabilization clients
- Assess clients' needs and strengths and complete all required documentation
- Partners with Family Stabilization Program Specialized Case Manager to develop and implements a service plan to access resources to meet their needs
- Works closely with the FRC partnering agencies and County's Senior Social Workers
- Coordinates with other service providers providing services to clients
- Administers evaluation tools as required by the agency and the funder
- Compiles, prepares, and enters data and submits reports as required by the County, maintains records and progress notes for case history
- Attends and presents cases to the Case Management Team
- Attends required meetings and trainings

Demonstrated Skills and Abilities

- Proficiency in MS office software programs
- Strong written and verbal communication skills
- Good problem solving skills and attention to detail
- Demonstrated ability to work through difficult client situations and remain focused on outcome
- Able to multitask and adept in time management
- Able to work collaboratively as a member of a team with positive communication with all agency staff, clients and visitors

Requirements

- Bachelors degree in social work or related field from an accredited university
- Two (2) year experience working directly with: families in crisis, at-risk families and community
- Proficient in English and bilingual in Spanish
- Knowledge of the child welfare system
- Desire to work with an at-risk population
- Comfortable working with clients facing domestic violence, homelessness, substance abuse, poverty, and other issues.

To Apply, send cover letter and resume to:
Email: info@frclahabra.org or Fax: 714-447-3753