

## Job Description

<b>Title</b>	Family Support Specialist
<b>Department / Program</b>	Permanency Services Department / Wendy's Wonderful Kids (WWK®) post-permanency program
<b>Reports To</b>	Child and Family Engagement and Support Coordinator
<b>Exempt / Non-Exempt Status</b>	Exempt
<b>Full-Time / Part-Time Status</b>	Full-time
<b>Salaried / Hourly</b>	Salaried
<b>Salary Range</b>	\$50,000-\$60,000
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in social work or related field, required</li> <li>• Lived experience strongly encouraged</li> <li>• Child welfare and/or experience working with older youth, required</li> <li>• Trauma-informed and permanency competence</li> </ul>
<b>Supervisory Responsibilities</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Skills &amp; Values Required</b>	<p>Must possess and demonstrate:</p> <p>All-agency:</p> <ul style="list-style-type: none"> <li>• Alignment and commitment to values, mission, model, and vision of the agency</li> <li>• Commitment to equity, diversity, and inclusion</li> <li>• Awareness of local, national, and global events, trends, and best practices in the agency's fields of expertise</li> <li>• Competence and confidence in building internal and external transparent, positive partnerships that will further the agency's mission</li> <li>• Effective written and verbal skills</li> <li>• Data-informed decision-making</li> </ul> <p>Position-specific:</p> <ul style="list-style-type: none"> <li>• Experience in service provision of trauma-informed care, permanency practice, and educational needs of child welfare population</li> <li>• Knowledge of and demonstrated experience with best practices and state and federal laws related to foster care, youth permanency, homelessness and housing, mental &amp; behavioral health, education, and/or health for at-risk populations.</li> <li>• Ability to assess, deliver, and evaluate direct service programming</li> </ul>

<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Must pass Background Criminal Investigation (BCI) check</li> <li>• Must pass Child Protection Services (CPS) background checks for RI as well as any additional states, per Adam Walsh Act of 2006.</li> <li>• Compliance with I-9 verification</li> <li>• Must be fully vaccinated for COVID-19</li> <li>• Access to reliable transportation</li> <li>• Specific to staff-owned vehicles, staff must demonstrate: <ul style="list-style-type: none"> <li>-Possession of valid driver’s license</li> <li>-Maintenance of clean driving record</li> <li>-Possession of valid and continuous auto insurance coverage that meets the state’s minimum requirements</li> <li>-Valid vehicle inspection sticker</li> </ul> </li> <li>• Hold an active license with the RI Department of health (RIDOH) for applicable positions</li> <li>• Additional requirements, as outlined by service contracts, if applicable</li> </ul>
<p><b>Physical Requirements</b></p>	<ul style="list-style-type: none"> <li>• Prolonged periods of (1) sitting at a desk/meeting table and (2) working on a computer.</li> <li>• Ability to self-transport to client and agency-related meetings and work within the RI community</li> <li>• U.S. Bureau of Labor and Statistics Occupational Requirements Survey (ORS) of strength level category: Sedentary to Light work</li> <li>• Reasonable accommodations may be made to enable staff to perform the essential duties.</li> </ul>
<p><b>Duties &amp; Responsibilities</b></p>	
<ul style="list-style-type: none"> <li>• Maintain client confidentiality and conduct self in accordance with professional and ethical standards</li> <li>• Assist the agency in assessing and providing effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural beliefs and practices, preferred languages, mental and behavioral health literacy, and other communication needs.</li> <li>• Apply Trust-Based Relational Intervention (TBRI®) model to fidelity, including in-home coaching for families who have achieved permanency through reunification, adoption or guardianship.</li> <li>• Work collaboratively with Recruiters from ARI’s Wendy’s Wonderful Kids® program and the Dave Thomas Foundation to ensure timely and comprehensive service transition from recruitment to post-permanency offerings, as applicable.</li> <li>• Provide in-home and community-based therapeutic services, parent support, and psychoeducation to families about child/caregiver attachment, sensory processing, neuroscience research related to trauma, and relational connections.</li> <li>• Connect program participants to internal, local, and national resources related to meeting the needs of children and teens with special healthcare needs, including but not exclusive to educational advocacy,</li> </ul>	

behavioral health, and community building.

- Deliver services rooted in evidence-based and evidence-informed models, including but not exclusive to Trust-Based Relational Intervention (TBRI®) model, Resource Parent Curriculum (RPC) through the National Traumatic Stress Network (NCTSN), and National Training and Development curriculum (NTDC).
- Facilitate support groups for children, teens, and caregivers.
- Maintain records/up-to-date documentation, including but not limited to release and authorization forms, assessments, treatment plans, progress notes, discharge summaries, and external records. Maintain records in designated locked cabinets.
- Actively participate in individual supervision, weekly group supervision, agency staff meetings, adoption community meetings and task forces
- Participate in overall quality of agency by working constructively and collaboratively with the agency staff members to address program and agency issues and needs
- Participate in overall evaluation of program services, including completing assigned clinical outcome and program evaluation tools and activities, completing all necessary reports for funding sources, and collaborating with the department manager and agency administrative team to implement ongoing quality improvement.
- Maintain client confidentiality and conduct self in accordance with professional and ethical standards
- Contribute to and directly participate in additional support programming as assigned
- Participate in agency's development and community outreach activities
- Other duties as assigned

I have read and understand the above list of duties pertaining to the position and understand that it is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that may be required. I understand that duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Adoption Rhode Island is an equal opportunity employer.