

**Madonna Place, Inc.
Great Beginnings
Norwich, CT**

This is a great opportunity to help new mothers and babies in the Great Beginnings program of Madonna Place in Norwich, CT. The ideal candidate will have professional experience working with families and children, expertise in early childhood, group facilitation, conflict resolution skills, and experience with crisis intervention.

Program: Great Beginnings (GB)
Position: Bilingual Family Support Specialist
Report to: Clinical Supervisor
Hours/week: 40 hours per week
Salary: \$18 to \$24 per hour (non-exempt)

Requirements:

- Associate degree in Human Services/related field required; Bachelor's Degree preferred
- 2+ years' experience working with vulnerable & diverse families & children required
- Fluent in speaking and reading/writing English and Spanish
- Must possess basic skills in MS Office Products (i.e., Word, Excel, Access & Outlook)
- State Driver's License and Auto insurance required
- Full Time position; Hourly (Non-exempt); Standard benefits package

Responsibilities:

- Provide interventions and services that are based off of the program model which help to develop trust, and are family-centered and strength based
- Initiate and maintain regular weekly contact with enrolled families
- Complete 10-12 home visits each week with the goal of completing a total of 40-48 home visits per month
- Develop family service plans in conjunction with each family
- Provide support and education which improve parenting skills, teach families about child development, and promote positive parent-child relationships
- Plan, coordinate and help facilitate monthly Group Connections for enrolled families
- Direct case management: keep track of funder required data
- Maintain collaborative relationships with primary caregivers and community services
- Encourage parents to improve their support system and utilize community resources
- Assist parents to problem-solve and self-advocate for their families
- Maintain paper and computer records of clients services provided in a timely manner
- Follow the National Assn of Social Workers (NASW) Code of Ethics regarding professional boundaries, client confidentiality and other professional ethics
- Provide safe transportation for children and families as mandated by the agency and all applicable laws

Agency Expectations:

- Participate in all individual and group supervision, team meetings and ongoing training
- Exhibit consistent attendance, punctuality and responsible use of personal time with consideration of client/program/agency needs
- Educate and market program to staff and general public

Job Description

- Attend all meetings as required by funders or agency
- Participate in professional and educational opportunities
- Ensure program services are culturally competent
- Contribute positively to agency and staff morale
- Participate in agency events
- Comply with all agency policies and procedures as well as all State & Federal laws
- Perform other related duties as required