The Next Door, Inc.

POSITION OPENING

Bi-Lingual Family Support Specialist
Four Rivers Healthy Families Oregon

Worksite Location: Wasco County (with some work in Gilliam, Sherman and Wheeler Counties possible)

Work Schedule: 30-35 hours per week

Salary Range: $15.61- $18.21

Benefits: Generous Health/Dental, Life, LTD, Retirement, Vacation, Sick, Holiday

Reports to: Healthy Families Supervisor

Why would you want to work at The Next Door?

Hopefully you want to work at The Next Door because you share our vision of a supportive community where all children and families are safe, healthy and valued. Every day, we work towards making this vision a reality, by having integrity and by living our core values of being welcoming, just, empathetic, empowering and flexible. If you like to work in an environment where you’ll be learning right alongside our program participants—The Next Door is the place for you!

Why would you want to be a Family Support Specialist?

It’s because you love families and especially babies! Supporting parents to give their babies the best possible start in life sounds like exciting and important work to you. You enjoy meeting people where they are, helping them identify their strengths and set goals. You also enjoy being part of a cohesive team that supports and encourages one another.

Who is The Next Door looking for?

We are looking for someone who is reflective, respectful, intuitive, honest and self-motivated. We’re looking for someone who is able to connect and build trust quickly with English and Spanish speaking families from all walks of life, working remotely for now, and eventually, in their homes. We’re also looking for someone who is detail-oriented, organized, knows how to prioritize tasks and can work independently as well as part of a team.

What will you do as a Family Support Specialist?

Family Visits

• Apply working knowledge of parent-child interaction, child development, and the dynamics of child abuse/neglect to help families improve parenting skills, reduce stress, meet family needs
• Teach and model problem-solving and coping skills by providing support and education and/or by referring them to appropriate community agencies
• Support parents in making and attending medical and social service agency appointments
• Teach, model and encourage appropriate parent-child activities, often involving floor play
• Perform regular developmental assessments (including mild, age-appropriate interactive floor activities)
• Assist clients with applications for other programs/resources, such as medical or financial assistance

Family Visit Preparation, Follow-up, Documentation, and Travel
• Establish case plans with goals, objectives, and activities to meet individual families’ needs
• Prepare curriculum, activities, referrals, etc. for next family visit
• Record weekly client observations, activities, and demographic data as required
• Act as a liaison and advocate between families and other community agencies
• Complete monthly reports; complete and submit data as requested
• Assist Welcome Baby Coordinator as needed, with calls to prospective families, assembly and distribution of Welcome Baby Packets, community partner meetings and referral tracking

Supervision and Training
• Participate in 1.5-2 hours per week of reflective supervision with Supervisor
• Attend regular staff meetings, team meetings, trainings, and other meetings as required
• Special projects as assigned by HV Supervisor or Family Services Program Director
• Maintain regular communications with program and agency staff
• Attend community meetings/events as program representative, as requested

What are the Core Competencies that The Next Door expects of all its employees?
• Project a professional company image through in-person and phone interactions
• Maintain a high level of discretion when dealing with sensitive/confidential information
• Good time management skills and ability to multitask
• Professional verbal and written communication skills
• Use initiative and act independently in new as well as in everyday situations
• Work productively while providing quality work, free of errors or mistakes
• Excellent organizational skills; detail-oriented; follows through; and meets deadlines
• Dependable, reliable, trustworthy and persistent
• Good technical skills and competent use of computer programs and software
• Flexible and uses good judgment when responding to change, staying open to new possibilities
• Good interpersonal skills to effectively accomplish tasks by working with others

What are the additional Skills and Competencies you’ll need as a Home Visitor?
• Ability to engage with challenging families, build trust, and use a strength-based, family-centered approach
• Acceptance of individual differences
• Knowledge of infant and child development
• Open to reflective practice (i.e. has the capacity for introspection, communicates awareness of self in relation to others, recognizes the value of supervision)
• Ability to participate in three separate 3-4 day training seminars within the first six months of employment (unless previously trained in Healthy Families and Growing Great Kids)

What Education and Experience do you need to be a Home Visitor?
• High School Diploma or equivalent; AA or Bachelor’s Degree preferred
• Experience working with families and children
• Must have current valid driver’s license and auto liability insurance and be comfortable driving long distances (mileage reimbursement at .42 cents/mile).
• Bilingual in English and Spanish required
• Infant Mental Health endorsement preferred

What is The Next Door’s Disclaimer?
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

How do you apply for this position?
  • By email: recruitment@nextdoorinc.org
  • By mail or in person: The Next Door: 965 Tucker Rd, Hood River, OR 97031
  • By Fax: 541-386-5440.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.