



## Employment Opportunity

<b>Location of Job:</b>	Brewster, New York
<b>Employer:</b>	Maternal Infant Services Network (MiSN)
<b>Program Name:</b>	Healthy Families NY, Putnam County
<b>Job Title:</b>	Bilingual Family Support Specialist/Family Resource Specialist
<b>Description of Duties:</b>	<p>Position Summary: The Healthy Families Putnam County is seeking four (4) Bilingual (English/Spanish) individual to fill the role of dual Family Support Specialist (FSS) and Family Resource Specialist (FRS). The Family Support Specialist (FSS)/Family Resource Specialist (FRS) supports expectant and new parents to get off to a great start on their parenting journey. In order to achieve this the Family Support Specialist/Family Resources Specialist, will be conducting ongoing outreach, conducting regular assessments, engaging high-risk families through regular home visits, providing support to promote positive parent-child interaction and family/child health &amp; development; and assisting families with goal planning to enhance family functioning, while making referrals, advocacy, follow-up and overall service coordination with other providers. The position also requires working with a team to coordinate program activities to address family isolation.</p> <p><b>Duties' and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Conduct regular community outreach, assessments, and home visits according to Healthy Families home visiting model guidelines.</li> <li>• Establish a trusting relationship with families.</li> <li>• Provide prenatal and other health education.</li> <li>• Conduct at minimum, weekly home visits per assigned families (some evenings and weekends as necessary) and daily outreach to potential partners/families.</li> </ul>

	<ul style="list-style-type: none"> <li>• Home Visitor is responsible for collecting referrals from all community partners and maintain updated list of resources for families.</li> <li>• Responsible for maintaining and entering timely documentation required for the position into the data system.</li> <li>• Responsible for maintaining a home visiting caseload of 15-20 families.</li> <li>• Attend required trainings, team meetings and conferences that may require overnight stay within New York State.</li> <li>• Conduct reviews to participant's files to ensure all documentation adheres to Healthy Families America (HFA) and Healthy Families New York (HFNY) standards.</li> <li>• Meet with the supervisor once per week for a minimum of 2 hours for "regularly" scheduled supervision.</li> <li>• Assist with planning and executing programmatic group events that help the program meet HFA/HFNY Best Practice Standards.</li> </ul>
<b>Hours:</b>	<p>9:am – 5:00pm  Flexibility for evening hours is required for training/participant schedules, and program events.  State travel may be required for training and state meetings with overnight stay.</p>
<b>Salary:</b>	<p>Range; \$40,000.00 - \$41,100.00</p>
<b>Minimum Requirements:</b>	<ul style="list-style-type: none"> <li>• Associates Degree or equivalent education (High School Diploma/GED).</li> <li>• Ability to observe and report accurately on the functioning of individuals and families.</li> <li>• Strong listening skills. Good written communication and computer skills.</li> <li>• Experience relevant to the role of the position such as working with or assisting high/at-risk children and families in community settings.</li> <li>• Knowledge of community resources.</li> <li>• Ability to meet travel requirements of the position</li> <li>• Ability to work flexible hours which may include evenings and/or weekends, as appropriate.</li> <li>• Valid NYS Driver's License.</li> <li>• Reliable personal transportation to travel within Putnam County.</li> <li>• Ability to lift 20 pounds.</li> </ul>

	<p><b>Organizational expectations include:</b></p> <ul style="list-style-type: none"> <li>• Regular and punctual time and attendance, and adherence to Maternal Infant Network Services (MISN) and your department’s specific time and attendance policies and protocol.</li> <li>• Consistent demonstrated commitment to MISN’s, mission, vision and values and of the Healthy Families New York Model.</li> <li>• Adherence to MISN employee policies, Code of Conduct and applicable rules, laws, regulations or agreements. The Home Visitors will follow agency and program's policies and procedures.</li> <li>• The Home Visitor will perform other duties as assigned</li> </ul> <p>This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.</p> <p><b>This position requires in person services.</b></p> <p><b>Other important information about this vacancy:</b>  Qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability, gender, gender identity or protected veteran status. We especially encourage applications from individuals who can bring diverse cultural and ethnic perspectives and experiences to our agency</p>
<p><b>Preferred Requirements:</b></p>	<p>Associates Degree or equivalent education (High School Diploma/GED).</p>

<b>Contact Information:</b>	Please email resume and cover letter to resumes@misn-ny.org
<b>Deadline for Resumes:</b>	Open until filled.