



12445 62nd Street North, #303 Largo, FL, 33773
727-501-2323 voice/text
www.fcdpinellas.org

Job Description

Job Title: Youth & Family Support Specialist (0 to 5 years)

Category: Part time, 20 hours per week

Supervisor: Executive Director

Position Summary:

The Youth & Family Support Specialist is the frontline for Family Center on Deafness (FCD). This position works directly with 0 (birth) to 5 and their families to oversee and provide advocacy, support, education, services, and programs.

Supervisory Responsibilities:

- Manage and process potential 0 (birth) to 5 clients and families to determine qualification of services; enroll and complete required documentation.
- Supervise and monitor individual's goals.
- Oversee and update required client documentations as required by FCD its funders.
- Manage, plan and implement educational and social programs for 0 (birth) to 5 clients and their families throughout the year.
- Order and report GA Foods for qualifying FCD clients through case managers.
- Coordinate Parent Network meetings.
- Maintain and promote the Shared Reading Project.

Duties/Responsibilities:

- Perform duties in accordance with the agency's mission statement, philosophy, goals and objectives.
- Participate in all reporting processes prescribed by Family Center on Deafness and its funders to meet documentation requirements as delineated in contracts and/or procedural guidelines.

- Provide guidance, assistance and social services to 0 (birth) to 5 clients and their families.
- Act as a resource for educational, behavioral and developmental issues for 0 (birth) to 5 clients and their families.
- Collaborate with Pinellas County Schools and Early Steps providers to identify potential clients.
- Facilitate communication on a consistent basis with preschool teachers in the partnered school system(s) to keep current of classroom curriculum, tools and progress.
- Attend IEP meetings and school related meetings as requested.
- Keep abreast of current research and resources related to the Deaf and hard of hearing children.
- Report program and participant status on a periodic basis to the Executive Director.
- Read and abide by the rules and policies in the Staff Handbook.
- Perform other duties as assigned by the Executive Director.

Required Skills and Abilities:

- Proficiency in communication modes used by client population; ability to communicate effectively in a wide range of styles with clients, co-workers and community resource providers.
- In-depth understanding of the D/deaf and hard of hearing Community.
- Mastery of computer skills with proficiency in English composition, vocabulary, and spelling.
- Capability in organizing, planning and completing work while meeting deadlines in a timely manner.
- Good interpersonal skills with clients, staff and community contacts.
- Proficiency in assessing needs and strengths of clients, setting goals, designing individual plans and predicting outcomes as well as identifying and engaging appropriate resources in the community.
- Ability to handle crisis situations involving staff, volunteers, and clients.
- Ability to maintain confidentiality and protect access to client records.
- Willingness and ability to take initiative on the job and to function as a team player.

Preferred Qualifications:

- Master's Degree in Social Work or other field related to social services or education and hearing loss.
- Ten or more years' experience in a social service or educational position serving target population.
- Credentials certifying ability to communicate through sign language.

Required Qualifications:

- Adherence to the FCD Mission Statement and FCD Handbook
- Bachelor's Degree or equivalent experience in a field related to social services or education and deafness.
- Five or more years' experience in a social service or educational setting serving the target population.
- Mastery of sign language.

To Apply:

- Submit a letter of interest, a resume, and 3 references to vanessa@fcdpinellas.org.
- In the subject line please place "Application for Youth and Family Support Specialist (0 – 5 years old)".



Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____