



5175 45th Street North #9, St. Petersburg, FL 33714
727-501-2323 voice/text www.fcdpinellas.org

Job Description

Job Title: Youth & Family Support Specialist Assistant

Category: Part-Time, Nonexempt

Supervisor: Program Manager

Position Summary:

The Youth & Family Support Specialist Assistant is the frontline for Family Center on Deafness (FCD). This position works directly with the Youth and Family Support Specialists (YFSS) to provide advocacy, support, education, services, and programs to families and clients.

Duties/Responsibilities:

- Ensure compliance with Department of Children and Families (DCF) and the Pinellas County Licensing Board (PCLB) policies and procedures.
- Youth and Family Support Specialists Assist will work directly with FCD clients and families to provide programs and services.
- Provide assistance in creating and implementing activities and programs.
- Flexible schedule, including some evening and weekend events
- Support the Youth and Family Support Specialists with documentation pertaining to individual services, progress notes, assessments, and new cases.
- Assist with transportation services for FCD programs and services.
- 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 in computer skills.
- Proficiency in written English.
- Capability in organizing, planning and completing work while meeting deadlines in a timely manner.
- Good interpersonal skills with participants, staff and community contacts.
- 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.

Required Qualifications:

- High school diploma.
- 2 years of experience working with the Deaf/hard of hearing Community
- Fluency in American Sign Language.
- Adherence to the FCD Mission Statement and FCD Handbook.
- Ability to pass a background Level II, E-Verify, and Clearinghouse screening.
- Approved eligibility to drive FCD vehicles.

Preferred Qualifications:

- 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.
- Fluency of sign language.

To Apply:

- Submit a letter of interest, a resume, and 3 references to info@fcdpinellas.org
- In the subject line please place "Application for Youth and Family Support Specialist Assistant"

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

Employee: _____

Date: _____