



## ***FAMILY CENTER ON DEAFNESS***

5175 45<sup>th</sup> St N #9, Saint Petersburg, FL 33714

727-501-2323 voice/text

[www.fcdpinellas.org](http://www.fcdpinellas.org)

### **Job Description**

**Job Title:** Youth & Family Support Specialist (Middle School)

**Category:** Full Time, Exempt

**Supervisor:** Program Manager/Executive Director

### **Position Summary:**

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

### **Supervisory Responsibilities:**

- Manage and process potential middle school clients and families to determine qualifications of services; enroll and complete required intake forms.
- Supervise and monitor individual goals and ensure they are met.
- Oversee and update required client documentations as required by FCD.
- Manage, plan, and implement educational and social programs for middle school participants and their families throughout the year.

### **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' funding partners to meet documentation requirements as delineated in contracts and/or procedural guidelines.
- Provide guidance, assistance, and social services to middle school program participants and their families.
- Act as a resource for educational, behavioral and developmental issues for middle school participants and their families
- Facilitate communication on a consistent basis with teachers in the school system to keep current on classroom curriculum, tools and progress of middle school program participants.
- Attend IEP meetings and school related meetings as requested.
- Keep abreast of current research and resources related to the Deaf and hard of hearing



community.

- Report on program and participant status on a periodic basis to the Program Manager / 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 participants, staff, and community contacts.
- Proficiency in assessing the needs and strengths of participants, 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 program participants.
- 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:**

- Bachelor's degree in social work/Deaf Education or other fields related to social services or education and hearing loss.
- Five or more years' experience in a social service or educational position serving the 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.
- Two 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 [info@fcdpinellas.org](mailto:info@fcdpinellas.org)
- In the subject line please place "Application for Youth and Family Support Specialist (Middle School)".



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

Employee: \_\_\_\_\_ Date: \_\_\_\_\_