



FAMILY CENTER ON DEAFNESS

5175 45th St N #9, Saint Petersburg, FL 33714

727-501-2323 voice/text

www.fcdpinellas.org

JOB DESCRIPTION

Job Title: Youth and Family Support Specialist/SMIC

Category: Full Time, Exempt

Supervisor: Program Manager/Executive Director

Position Summary:

The Youth & Family Support Specialist/Staff Member in Charge (SMIC) is the frontline for Family Center on Deafness (FCD). This position works directly with elementary school clients to provide advocacy, support, education, services, and programs to families and clients. As SMIC, this position functions as a pseudo-director in the absence of the primary director as required by the Pinellas County Licensing Board.

Duties/Responsibilities:

- Youth and Family Support Specialists will work directly with elementary FCD clients and families to provide programs and services.
- As SMIC, this position will be fully responsible and function as the pseudo-director in the absence of the primary CCD.

- Aid in creating and implementing activities and programs. Flexible schedule, including some evening and weekend events.
- Manage and process potential elementary school age clients and families to determine qualifications of services; enroll and complete required intake forms.
- Supervise and monitor individual goals to complete.
- Oversee and update required client documentations as required by FCD and licensing.
- Manage, plan, and implement educational and social programs for elementary school participants and their families throughout the year.
- 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.
- Function as Sudo-director in the absence of primary director.
- Ensure the Elementary program facility and space is safe, clean and meets DFC requirements.
- Oversee the day-to-day operations of the licensed program and ensure daily paperwork is filled out accurately
- Oversee and update required client and staff documentation.
- Ensure that transportation is in compliance with licensing policies and procedures.
- Ensure compliance with Department of Children and Families (DCF) and the Pinellas County Licensing Board (PCLB) policies and procedures.
- Complete required courses to satisfy SMIC requirements.
- Become the main point of contact for licensing officials in absence of the director.
- In the case of impromptu inspection, SMIC will make any necessary alterations to the program or files.
- Lead and oversee staff in the licensed program.
- 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 elementary school clients and their families.
- Act as a resource for educational, behavioral, and developmental issues for elementary school clients and their families.
- Facilitate consistent communication with teachers in the school system to keep current on classroom curriculum, tools and progress.
- Attend IEP meetings and school related meetings as requested.

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:

- Bachelor's Degree or equivalent experience in a field related to social services or education and deafness.
- 2 years of experience working with the Deaf/hard of hearing community
- Mastery of 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.
- Mastery of American 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/SMIC"



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

Employee: _____

Date: _____