



Formed Families Forward Job Description

Position: **Family Support and Outreach Specialist** (grant-supported; part time, average of 16 hours a week; prorated personal leave benefits)

Reports to: Executive Director

Job Summary: The Family Support and Outreach Specialist is responsible for supporting overall training, support, and outreach efforts of Formed Families Forward.

Qualifications*:

Experience with direct support of parents, caregivers and youth.

Experience with record keeping/data collection.

Familiarity with childhood trauma and its impact on families.

Competence in use of e-mail, internet, Google applications, and Microsoft Office programs including Word, Excel and PowerPoint.

Knowledge of, or willingness to learn, special education policies and procedures including those related to the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA).

Familiarity with the unique experiences and needs of foster, adoptive and kinship families.

Good phone, electronic and direct communication skills.

Ability to work both independently and as part of a team in a fast-paced environment.

Strong time and materials organizational skills.

Bachelor's degree or equivalent experience; behavioral health training preferred.

Flexibility to work non-standard hours (occasional evening and weekends).

Driver's License, an automobile, proof of automobile insurance, and ability to travel locally and across Virginia, including occasional overnight stays out of town.

Ability to lift and move objects weighing up to 40 pounds.

Specific Duties:

Assist Director with regional outreach to families, professionals and community initiatives, projects and groups.

Facilitate planning and implementation of training to families and professionals.

Assist with designing, implementing and evaluating training curricula and support programs.

Deliver support to families, professionals and youth through provision of information, resources, and systems navigation, using direct phone, electronic and in-person communication.

Implement, analyze and use evaluation data from family support and training activities.

Support social media communication tasks.

Support the work of other FFF staff, and collaborating partners and agencies.

Represent Formed Families Forward, its mission, and its projects at events, in community settings, and in other communications.

Other duties as assigned.

Pay range: \$24.00- \$26.00/hour, based on experience and education. While some work may be completed remotely, the Family Support and Outreach Specialist will be expected to work on site at our Fairfax office at least one day per week, starting September 2023.

Formed Families Forward is an equal opportunity employer.

* Foster or adoptive parents and kinship caregivers raising children and youth with special needs are strongly encouraged to apply

Interested candidates are invited to send a resumé and cover letter to Dr. Kelly Henderson, Executive Director, Formed Families Forward at kelly.henderson@formedfamiliesforward.org by August 11, 2023