



Job Description – Child and Family Support Specialist

Reports to:	Mental Health & Disabilities Manager
Supervises:	None
Exempt Status:	Exempt
Work Schedule:	Full-Time
Approved on:	

Summary: The Child and Family Support Specialist position provides support to the Mental Health and Disabilities department of the Bright Beginnings Head Start/Early Head Start program. The position has overall primary responsibility for supporting the therapeutic, disabilities, and mental health services of children and families. Secondary responsibility includes supporting the overall health and wellness of the organization.

Essential Duties:

Therapeutic Services (approximately 60% of time):

1. Develop process for identifying and serving families in need of additional counseling/therapy at the center or in the home.
2. Provide direct therapy services, under the supervision of a LICSW, to identified children and parents in the center base and home base programs.
3. Continually maintain a caseload of 8-10 children and/or families.
4. Assist with the maintenance of child files, ensuring all confidentiality rules are followed and child file organization is maintained at all times.
5. Assist with data input into HMIS and ChildPlus.Net, as well as compile required reports from these database systems.

Mental Health & Disability Services (approximately 30% of time):

6. Perform informal observations in the classrooms to assess children's progress and provide support to teachers.
7. Attend IEP/IFSP meetings, as necessary.
8. Assist with coordination of services through the IEP/IFSP process, including assisting families through every step of the process.
9. Attend monthly MDT (Multidisciplinary team) meetings.
10. Collaborate with teaching and home visiting staff regarding services for families.

BBI Trauma Informed Initiative (approximately 10% of time):

11. Assist with coordination of trauma informed policies and procedures for children, families and staff.
12. Implement/facilitate staff support groups.

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13. Collaborate with ERC (employee relations committee) on staff wellness programming.

Qualifications:

1. Master of Arts or Science degree in family support, social work, social services or human development preferred.
2. Possess LGSW/LGPC or able to obtain within 90 days of hire.
3. Spanish – speaking and writing preferred, but not required.
4. Excellent organizational, time management and communication skills.
5. Must have DC local and Federal criminal record clearance, Child Protective Register check status and substance abuse testing.
6. Must demonstrate flexibility in work settings, maturity of judgment and ability to work collegially.
7. Must have the ability to maintain a cooperative, diplomatic working relationship with co-workers, supervisors, families and the community.
8. Strong computer skills with expertise in Windows-based programs, such as the Microsoft Office Suite.
9. Documentation of Tuberculin-free condition and health screening on an annual basis.

Physical Demands:

- Be able to lift 25-50 lbs.
- Be able to walk, squat/kneel, sit on floor, see, hear and speak.
- Be able to raise objects from a lower to higher location or moving objects horizontally from one location to another.
- Be able to sit for extended periods of time in front of a computer.

Employee Acknowledgment:

The job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, duties or responsibilities not listed herein. Management, at its sole discretion, reserves the right to change, alter, and/or otherwise modify this job description at anytime. Nothing in this job description is intended to create a contract of employment of any type or kind. Employment at Bright Beginnings is strictly on an at-will basis.