

## Family Support Center Associate

<b>Department</b>	Anchorage Family Support Center
<b>Reports to</b>	Family Support Center Director
<b>Location</b>	Beacon Hill - Anchorage, AK
<b>Classification</b>	Non-Exempt
<b>Status</b>	Full-Time 35-40 hours per week, base rate \$20-\$25/hr
<b>Revision Date</b>	5.10.24

### Position Summary

The Family Support Center Associate (transport / family contact facilitation) reports to the Family Support Center Director and is responsible for assisting with the daily activities of transporting, supporting and facilitating family contact between children in foster care and their family.

### Supervisor Responsibilities

This position does not have supervisor responsibilities

### Essential Functions

Provide administrative support to FSC Director (answer phones, data entry, documentation)

Transport children to and from FSC according to weekly family contact schedule

Provide safety supervision and facilitation of interactions between children in foster care and family to include parent coaching

Complete documentation feedback forms of family contacts

Assist with general upkeep and cleaning of the facility, as needed

Assist with volunteer coordination

Attend all staff meetings and required trainings

Other duties, as assigned

### Skills and Abilities

Ability to support and coach parents in child development and parenting skills who are working toward reunification

Ability to calmly and flexibly adapt to last minute changes

Ability to work independently or in a team setting

Experience working with persons from diverse cultures and backgrounds

Strong organizational and communication skills

Good time management and multi-tasking abilities

Confident driving in all weather conditions

Experience in the use of Microsoft office suite, Word, and meeting platforms (Zoom, Teams)

Ability to safely pass background check

Valid Driver's License with a clean driving record

### **Education and Experience**

High School Diploma, bachelor's degree in social work or equivalent field preferred or equivalent experience in foster care or family support services

Two (2) or more years of experience working with children and/or providing supports and services to children and families involved with the public child welfare system (voluntary child welfare, child protection, foster care and/or adoption)

### **Physical requirements / Work Environment**

Ability to lift children up to 40lbs into car seats