



Martha's Vineyard Community Services, Inc.

Family Partner

Job Description

Job Summary

Working under the direction of the FRC Program Coordinator and the Program Director the FRC Family Partner works in conjunction with the FRC Clinician to complete FAST Assessments and develop the Family Support Plan for family members experiencing CRA-related issues. The Family Partner oversees the implementation of the Family Support Plan with support from other FRC staff as well as assists families seeking FRC related information and referrals, and necessary forms for receiving services. Evening and weekends are mandatory. This position may be considered for a Flexible Work Arrangement, if approved by the Program Director, CEO and a Flexible Work Agreement is completed.

Job Responsibilities and Essential Functions (essential functions*):

1. Assists Clinician in developing the Family Support Plan for family members experiencing CRA-related issues.
2. Oversees implementation of the Family Support Plan
3. Provides information and referrals to community resources and completes necessary forms for service.
4. Maintain and continually track data as it relates to providing services to FRC families
5. Assist families seeking FRC related information and referrals.
6. Implement and oversee Family Support Plans
7. Attend trainings relevant to this position and assist in co-facilitating evidenced-based FRC program curriculum.
8. Co-facilitate FRC and Family Center events and programing as needed
9. Attend off island meetings as deemed necessary by the Program Director

Qualifications:

- "Lived experience" or familiarity with CRA related issues
- Bilingual in Portuguese preferred

- Ability to self-reflect and work in partnership
- High level of communication and organizational skills
- Respect for individual differences and dignity
- Ability to maintain confidentiality of information
- Demonstrated commitment to learning developing skills and sharing knowledge and information
- Ability to foster a collaborative, team-oriented work environment
- Ability to adapt to change.
- Valid Driver's License
- Reliable independent transportation

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.