



Martha's Vineyard Community Services, Inc.

Family Service Provider, Martha's Vineyard Family Center

Job Description

Job Summary

The Martha's Vineyard Family Center (MVFC) Family Service Provider collaboratively plans and implements MVFC programs and individualized family supports with the Family Center team. The Family Service Provider contributes to creating a warm and welcoming environment for all families within our Family Center and in community-based locations throughout the island.

Job Responsibilities and Essential Functions (essential functions*):

1. Facilitates parent support groups, parent education workshops/series, parent-child activities and community events.
2. Provides individualized family supports, including resource and referral.
3. Provides child watch for parent education and parent support groups.
4. Offers developmental screenings (ASQ-3 and ASQ-SE) to families and follows up with families as needed.
5. Collaborates with the Family Center team to create and maintain a safe, clean, organized and enriching program space.
6. Completes all required reporting in the Family Center Database in a timely manner.

Qualifications:

- Experience working with young children and families
- Strong interpersonal communication skills
- Ability to foster a collaborative, team-oriented work environment
- Committed to ongoing professional growth
- Organized, energetic, compassionate and empathetic
- Supervise children visibly; climbing, bending, lifting (up to 40 lbs.) and moving quickly as needed

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.