



Martha's Vineyard Community Services, Inc.

Family Support Worker

Job Description

JOB SUMMARY:

Working under the direction of the FRC Program Coordinator and the Program Director the FRC Family Support Worker is responsible for providing referrals to community resources and assists individuals seeking support from the FRC. The Family Support Worker assists in developing the FRC calendar as well as assists in facilitating parent and youth programming and support groups. The Family Support Worker is also responsible for assistance in recruiting and providing support to volunteers who shall lead specialized support groups as needed. Evenings and weekends are mandatory.

MAJOR AREAS OF RESPONSIBILITY:

- Provides information and referrals to community resources and completes necessary forms for service for individuals seeking support from the FRC
- Maintain and continually track data as it relates to providing services to FRC families
- Assists in developing FRC Calendar of Events

ESSENTIAL FUNCTIONS:

- Provide ongoing support to families and individuals seeking FRC services
- Attend trainings relevant to this position and assist in presenting evidenced-based FRC program curriculum as well facilitate other programming of the FRC, including groups.
- Provide support to non-clinical volunteers
- Attend off island meetings as deemed necessary by the Program Director

QUALIFICATIONS:

- Background in social services or in a mental health setting
- Ability to self-reflect and work in partnership
- Bilingual in Portuguese preferred
- 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
- For those employees based at the Family Center; ability to climb, bend, lift (up to 40 pounds) and move 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.