



Martha's Vineyard Community Services, Inc.

Family Resource Center Family Partner

Job Description

Reports to:	FRC Program Director
Classification:	Non-Exempt
Department:	700 – Family Resource Center
Date:	December 2023
Approved:	XXX, Elizabeth Folcarelli, CEO
Next Review Date:	July 2024

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, if needed. 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. Provide Services to Families:

- a. Provide information and referrals to community resources and completes necessary forms for service for individuals seeking support from the FRC*
- b. Maintain and continually track data as it relates to providing services to FRC families*
- c. Assists Clinician in developing the Family Support Plan for family members experiencing CRA-related issues.
- d. Oversees implementation of the Family Support Plan*
- e. Attends trainings as requested by the Department of Children and Families and the Program Director
- f. Attend meetings as requested by the Department of Children and Families either via Zoom or in person.

2. FRC Programming:

- a. Assist in presenting evidenced-based FRC program curriculum as well facilitate other programming of the FRC, including groups, events and community events*
- b. Attend trainings relevant to this position

3. Other:

- a. Participate in at least two initiatives of the MVCS Quality Improvement Team per Fiscal year
- b. Attend the MVFC Council for Young Children Quarterly Meetings as a representative of the Family Resource Center

- c. Act as a Liaison between the FRC Office and the Cape and Islands Department of Children and Families working to foster collaboration and easy access for services via referrals for families involved with DCF.
- d. 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.
- High level of communication and organizational skills.
- Respect for individual differences and dignity
- Ability to maintain confidentiality of information
- Ability to foster a collaborative, team-oriented environment
- Demonstrated commitment to learning developing skills and sharing knowledge and information.
- Ability to adapt to change.
- Valid Driver's License
- Reliable independent transportation.

The statements contained herein reflect 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 other wise to balance the workload.

Employee Signature and Date

Supervisor Signature and Date