



Martha's Vineyard Community Services, Inc.
Family Resource Center Family Support Worker
Job Description

Reports to: FRC Program Director
Classification: Non-Exempt
Department: FRC/IWYC
Date: August 19, 2022
Approved: August 22, 2022, Elizabeth Folcarelli, CEO
Next Review Date: September 2023

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.

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. Attends trainings as requested by the Department of Children and Families and the Program Director
 - d. 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:**

Participate in at least two initiatives of the MVCS Quality Improvement Team per Fiscal year

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