

Job Title:	Family Support Specialist (MCSD)
Staff Category	Part-Time
Department:	EPC400
Reports to:	Director of Family Services
Supervises:	N/A
FLSA Classification:	Non-Exempt
Effective Date:	October 4, 2023

Position Summary:

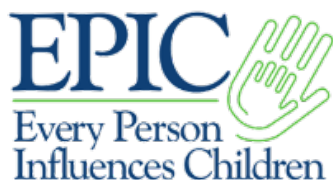
The Family Support Specialist will be responsible for working with families within the Monticello Central School District to identify needs, assign programming, and/or refer community resources. The position will act as a family liaison to the school district, support district initiatives, develop a network of resources, and report on goals and outcomes.

Essential Functions:

- Meet with families at the school and within the community.
- Facilitate workshops as needed.
- Develop community relationships and referral process.
- Follow up with families for outcomes.
- Use Salesforce to report intakes, participant programming, agency contacts.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Strong written and verbal communication skills.
- Strong attention to detail, organizational skills.
- Strong ability to multitask and meet deadlines.
- Ability to actively engage in a positive work culture.
- A reliable, responsible attitude with a compassionate approach.
- Effectively build and maintain external and internal relationships and provide a high level of service.
- Ability to work within a team structure as well as independently.
- Competency working with diverse cultural and ethnic populations.
- Ability to interact with participants using a strengths-based approach.
- Demonstrated capability to conduct oneself in a calm and professional demeanor when dealing with people and/or with difficult situations.
- Experienced in engaging families.
- Able to collaborate and develop trusting relationships with a diverse group of people, both internally and externally.



- Spanish speaking a plus.

Education and Experience:

- Associate's and one year of experience or minimum of three years' experience.
- Computer skills including proficiency in Microsoft Office (Word, Excel).
- Salesforce experience a plus.
- Experience working with educational institutions and families

Physical Requirements/Working Conditions:

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit for long periods of time.

The employee is required to regularly reach with arms and hands; use hands to handle. Hands and fingers frequently perform repetitive motion including typing/keying.

Reliable transportation and valid driver's license required. Position requires frequent travel to district school buildings, programs and meetings.

Occasionally the employee will lift and/or move up to 50 pounds.

This job requires close vision, peripheral vision, depth perception and the ability to adjust focus. Employee is required to regularly talk and hear.

I have reviewed and understand the job description and believe it to be accurate and complete. I understand that EPIC retains the right to change the Job Description as they deem necessary. I will follow and adhere to my Job Description to the best of my ability.

Employee Signature

Date