

FAST Parent Partner/Middle School (Part-Time)

ABOUT: Jewish Community Services of South Florida (JCS) is the foremost non-profit, human services agency whose mission is to improve the quality of life and self-sufficiency of the Jewish and broader communities throughout South Florida in accordance with Jewish values. Founded in 1920, JCS delivers exemplary social services through compassionate and comprehensive programs that help people stay healthy and productive.

POSITION SUMMARY: The Parent Partner provides a primary contact for all parents participating in the F.A.S.T. program to increase parent involvement and increase family enrichment. The Parent Partner is responsible for meeting the grant's proposal goals and outcome measures by providing a direct parent perspective to professional staff within the F.A.S.T. Program. This community-based service includes home visits, school presentations, advocacy and support. Community Based Sites: MDCPS (Homestead Middle School) and Catholic Charities Child Care Center - (at designated site- South Dade Child Development Center or Sagrada Familia Child Development Center).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsibilities include the following, and other duties may be assigned:

- Maintains client and organizational confidentiality.
- Assists with home visits to inform and link children and families to the F.A.S.T. Program, events and activities.
- Distributes, collects data and completes parent's pre and post Outcome measures F.A.S.T. Survey.
- Co-facilitates parent group with Mental Health Partner.
- Co-facilitates the F.A.S.T. evening.
- Coaches Parent-Child Special Play with other team members.
- Maintains weekly communication with all parents, and provides reminder of sessions.
- Prepares and organizes sessions and provides other program needs for the program participants.
- Participates in weekly staffing meetings with Program Manager to review program goals and outcomes, and review its progress.
- Provides input into the program decision-making process through participation of the weekly program meetings.
- Ensures the implementation of FASTWorks.
- Participates in program events and presentations to the community.
- Attends other weekly and monthly meetings including staff meetings as assigned.
- Participates in the activities and responsibilities of the CARF re-accreditation process
- Performs any other department or agency related special projects as directed by the F.A.S.T. Program Manager.
- Encourages, attends and participates in school and community activities with the F.A.S.T. Families.

MINIMUM QUALIFICATIONS:

- Involved parent in the school and community.
- Ability to deliver clear and concise written/oral communication to a range of internal and public audiences.

- Good organizational skills and ability to prioritize and multi-task.
- **Occasional evenings and weekends, required.**
- Demonstrate ability to work effectively with multidisciplinary teams, community agencies, and peers.
- Commitment to the mission of Jewish Community Services.
- Culturally sensitive/competent
- Self-Starter
- Ability to work well under pressure
- Strong interpersonal skills
- Detail-oriented
- Ability to manage time effectively.
- Bilingual (English/Spanish), required.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of and be proficient using Microsoft Software.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Client Service** - Manages difficult or emotional customer situations; Responds promptly to client needs; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

PERKS: We are proud to offer a competitive benefits package to all full-time employees, including medical and dental plans. A generous vacation and holiday pay benefit and a 401(k) match is available. Staff receives monthly in-service training and CEU opportunities. This is a one of a kind opportunity for leadership in talent management to contribute to a team of mindful, caring and passionate people at work every day in service to our community!

JCS is a 501(c)(3) not-for-profit organization and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, disability, gender identity, gender expression, national origin, or veteran status.

Status – Part-Time

Salary - \$17.69/hr

To apply please go to www.indeed.com or <https://jewishmiami.org/jworks/jobseekers/#!/search?page=1>