



Position | Bilingual Family Support Specialist (Full-time)

Program | Empowering Families Project (EFP)

Reports to | Zeida Forrest, EFP Implementation Manager

Summary | The Bilingual Family Support Specialist is responsible for conducting intakes and providing case management to couples enrolled in Empowering Families, a free program for couples that provides healthy relationship workshops and financial empowerment tools. The Bilingual Family Support Specialist generally works primarily with Spanish-speakers, in both written and oral communication.

Responsibilities and Duties |

- The Bilingual Family Support Specialist will be responsible for case management services. This includes, but is not limited to, scheduling and completing intake appointments, assessing client needs and objectives, developing individualized case management plans, identifying and reducing client barriers, continual follow-up with clients to ensure participation in program services, providing referrals, and documenting all activities.
- Respond to potential participant inquiries, establish participant eligibility, coordinate and complete enrollment documentation, and conduct intake assessments with clients.
- Assist with recruitment and retention efforts.
- Coordinate with partner agencies providing financial and career coaching using the Working Family Success model.
- Demonstrate cultural competency and cultural humility while working with diverse families.
- Participate in regular program meetings, supervision, trainings, committees, and will be expected to follow all policies for the agency and the Empowering Families Program, including federal grant guidelines.

Requirements | Bilingual English/Spanish required; Must have own transportation, a valid Texas driver's license, and auto liability insurance; Ability to work some nights and weekends; Bachelor's in human service field required.

Experience | One year experience in case management working with individuals from diverse backgrounds (including low-income populations).

Salary/ Compensation Package | \$40,000 – 42,000 annually. Generous benefits including PTO, health insurance options, 401K matched up to 5% of salary. Flex work schedule.

Submission Instructions | Please submit your resume and cover letter to Zeida Forrest at ZForrest@theparentingcenter.org. Include "Bilingual FSS" in the subject line. Only electronic submissions will be accepted.

Submission Deadline | Submissions considered on a rolling basis until position is filled.