

JOB ANNOUNCEMENT

POSITION: Full-time Family Services Specialist

FILING DEADLINE: Résumés and cover letters are being accepted until the position is filled. Please submit a résumé and cover letter to gonzalez@christiesplace.org.

CHRISTIE'S PLACE WAS FOUNDED IN 1996 WITH A MISSION TO EMPOWER WOMEN, CHILDREN, FAMILIES, AND INDIVIDUALS WHOSE LIVES HAVE BEEN IMPACTED BY HIV/AIDS TO TAKE CHARGE OF THEIR HEALTH AND WELLNESS.

DESCRIPTION OF DUTIES:

Under supervision of the Program Supervisor, the Family Services Specialist will conduct and coordinate on-site and off-site activities and support for families children affected and impacted by HIV/AIDS, including:

- Coordinate and conduct childcare for children ages 0 to 12
- Plan and evaluate annual family-centered special events and activities
- Support families by providing coordinated services
- Engage community to sustain client basic needs resources

The above declarations and below requirements are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

POSITION REQUIREMENTS

Required: The Family Services Coordinator must be responsible; have the ability to relate well to children and adults and enjoy interacting with children ages 0 to 12 years of age. Must be familiar with and follow all mandatory requirements for the reporting of suspected child abuse as per California State Regulations Code Title 22. Must have (at minimum) High School Diploma or GED Certificate. Minimum 1 year experience with group activities, pre-school or organized childcare or degree in related field. Must be well organized and detail oriented. Strong interpersonal and communication skills, in person and on the telephone, including tact, diplomacy, and flexibility are required.

A willingness to learn and ability to take direction. Demonstrated experience in communicating effectively and interacting with clients and staff with diverse social, cultural and economic backgrounds. Must be able to work independently, set priorities, organize and complete multiple tasks and projects efficiently. Demonstrated experience communicating and working effectively with a multidisciplinary team. Ability to work well with people and possess strong customer service skills. Computer proficiency with Microsoft suite, email, and electronic documentation.

Preferred: At least 12 Early Childhood Development education units required, or current enrollment in Early Childhood Development courses. Current adult and child/infant CPR certification. Knowledge of HIV infection related social and emotional issues, demonstrated competency in working with culturally diverse, low income or no income clients and special populations. Minimum two years related experience working with the HIV/AIDS community. Knowledge of health education and HIV community resources.



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As this position requires driving duties, employees must possess a valid Driver's License with access to reliable personal transportation, as well as proof of current vehicle insurance in good standing. Employees must agree they will be included on a regular DMV Pull Notice system for routine review of driving records. Additionally, as a requirement of funding, employees must pass an initial background check and remain eligible to provide services according to contract requirements.

- Hours:** Non-exempt, 40 hours per week
- Compensation:** Dependent upon experience and education
- Benefits:** Vacation, sick leave, and paid holiday days
- Contact person:** Martha Gonzalez
Program Supervisor
gonzalez@christiesplace.org
619-702-4186

Any provisions contained in this job announcement may be modified or revoked without notice.