

MEXICAN AMERICAN UNITY COUNCIL, INC.

FUNCTIONAL JOB DESCRIPTION

POSITION TITLE: Support Services Specialist

PROGRAM: Family Strengthening Programs

REPORTS TO: Program Manager

SUMMARY

This individual is responsible for instructing and monitoring classes for all Family Strengthening Program (FSP), aide in the recruitment of clients and monitor facilitator's and program's progress towards reaching attendance goals.

Responsibilities Include:

Provides support and assistance to all program facilitators including co-facilitators, interns and volunteers. Responsible for instructing FSP classes. Responsible for working with youth and instructing established curriculum. Responsible for working with children and instructing established curriculum. Provides supportive outreach to active clients. Works with collaborative agencies and contracted personnel. Provides advocacy for FSP program clients with information, assistance with applications and referrals. Will be responsible for keeping accurate records and documentation of attendance rates. Performs other duties as assigned.

Education/Experience/Skill

Associates Degree or some college in Behavioral Sciences and/or 1-2 years' experience of work related to field. Fluent in English and Spanish oral and written. Computer knowledge and skills in word processing (Word, Power Point, Excel etc.) 55 WPM required.