



**SOKAOGON  
CHIPPEWA  
COMMUNITY**  
**Mole Lake Band**

<b>Position:</b>	Family Support Specialist
<b>Location:</b>	Sokaogon Chippewa Family Services
<b>Hours:</b>	Full-time, 40 hours per week
<b>Salary:</b>	Commensurate with Education/Experience
<b>Reports to:</b>	Family Foundations Program Manager

**Job Summary:**

*The Family Support Specialist (FSS) is responsible for initiating and maintaining regular and long-term (up to five years) contact/support with families. This activity will occur primarily within the family's home; each visit should last for at least one hour. Virtual visits may take place as needed. The interventions should be family-centered, strength-based, and directed at establishing trusting relationship; strengthening the parent-child relationship; promoting healthy childhood growth and development; and enhancing family well-being by reducing risk and building the protective factors. Daily attendance is an essential function of this position.*

**Duties and Responsibilities:**

- Partners with families and honors diverse family structures and parenting practices.
- Supervision weekly with supervisor for at least 1.5 hours to support, guide and build on the strengths of the families we serve.
- Activities include but not limited to; administer screening tools such as ASQ, ASQ-SE, Depression screening, etc.
- Identify and refer families for other supportive services, including health care services.
- Responsible for assisting families in establishing goals and supporting them throughout the process.
- Responsible for implementing activities outlined in the Family Service Plan to address the areas of concern that were identified on the FROG scale.
- Collaborate as a team with agency meetings, parent groups and activities.
- Attend training sessions and meetings as scheduled with HFA standards to stay current. Intensive training within the first year with travel is required.
- Engage in networking to remain current on the availability of health and human services available to Native American, ensuring all services are delivered in a culturally competent manner.
- Attend all required meetings, trainings, events as deemed appropriate by your supervisor.
- Create and maintain family group activities, parenting groups for the program.
- Understand crisis intervention and the protective factors to support the families we serve.
- Effective time management and strong organizational skills.
- Perform other duties as necessary to fulfill the responsibilities of this position.
- Must have a working knowledge and be able to adhere to all tribal ordinances, policies and procedures, EPA permitting process, THPO permitting process and any other regulations that are applicable to the grant projects.
- Perform other duties as assigned.

**Qualifications (Education, Experience, Knowledge, Skills, Abilities):**

- Minimum of a high school diploma or equivalent, college coursework preferred.
- Experience in working with or providing services to children and their families.
- An ability to establish trusting relationships. Being able to accept individual differences.
- Experience and humility to work with culturally diverse families.
- Knowledge of infant and child development.
- Willing to engage in building reflective capacity (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing value of supervision, etc.)
- Infant mental health endorsement preferred.
- Experience in Microsoft Office.

- Must have good communication and writing skills and knowledgeable of community resources to offer referrals to the appropriate community-based agencies.
- Must possess a valid driver's license and auto insurance in your name and have access to reliable transportation to be able to travel.

*Pre-employment/random drug tests and a background check will be required for this position.*

**Native American preference is granted according to PL 93-638**

**Working Relationships and Scope:**

Reports directly to FFHV Manager/Supervisor. Daily contact with team and supervisor. Frequent contact with staff and families. Limited contact with outside vendors and the public. Ongoing contact with federal and state agencies to remain current on various issues.

**Performance Dimensions:**

- Supports mission of Sokaogon Chippewa Community.
- Demonstrates a basic understanding of tribal customs, traditions, values, and believes.
- Quality, quantity, accuracy, timeliness and thoroughness of work performed; quality of communications and Development of good working relationships with others internal and external to the Agency;
- Maintain honesty and integrity in the execution of all activities; customer satisfaction with services provided;
- Maintain and comply with all Agency policies and procedures;
- Reliability in reporting to work regularly and on time;
- Soundness of business decisions made; maintain the integrity of confidential business information;
- Stay current in field and utilize that information where practical.
- Demonstrate a friendly and helpful approach and attitude to internal and external customers; professionalism; and commitment to the job.

**Equipment Operated:**

Utilizes a PC and computer printer for word processing, spreadsheets, e-mail, internet access, and other specific applications. Utilizes a keyboard, telephone, fax, office copier, and other general office equipment.

**Working Conditions:**

Work is performed mainly in the family's home environment. Requires daily travel to home visits, and occasional travel for training and meetings. Position may requires bending and lifting 15-40 pounds. Scheduled work hours are Monday – Thursday 7:00 AM- 5:00PM, 40 hours per week. Starting and ending times may vary due to home visits, travel, special projects, deadlines, or family concerns.

**Acknowledgement:**

This job position describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Program Supervisor and Director. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

**Submit completed applications and resumes to:**

**Sokaogon Chippewa Community**  
**Human Resources Department**  
 3051 Sand Lake Road  
 Crandon WI 54520  
 (715) 478-7663  
 Email: [hr@scc-nsn.gov](mailto:hr@scc-nsn.gov)

**Posting Date: October 30, 2024**  
**Closing Date: Until Filled**