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**FAMILY SERVICES OF THE MERRIMACK VALLEY
YOUNG EMPOWERED PARENT (YEP) PROGRAM
JOB POSTING**

Job Position: Young Empowered Parent Case Manager

Program: Young Empowered Parents (YEP)

Reports to: Program Supervisor

Status: Full-time (40 hours/week)

POSITION DESCRIPTION

Family Services of the Merrimack Valley is seeking a full time (40 hours/week) bilingual (English/Spanish) Case Manager for its Young Empowered Parent program. YEP is a community based program which meets the various needs of pregnant and parenting young adults up to age 24 and their children. Services provided through YEP assist young parents in obtaining the necessary skills and knowledge to be competent parents, live independently, lead productive lives, and ensure the healthy growth and development of their children.

DUTIES INCLUDE

- Provide case management services to up to 15 pregnant and parenting young people.
- Provide regular visits to all clients in their home or other convenient location.
- Facilitate service provision and follow up for all core services and supportive services, including: outreach, home visits, case management, individual coaching, parent education and coordination of transportation and flex funding.
- Follow up referrals with home visits, office visits and phone calls weekly, bi-weekly and as needed to ensure compliance.
- Conduct a thorough strength-based assessment that results in the creation of individualized service plan goals for each family.
- Work with participants on building self-sufficiency and teaching participants how to navigate systems of care themselves.
- Develop positive relationship with each participant that allows for supportive counseling.
- Identify and coordinate services that will most benefit and support the family, including, but not limited to: housing, family planning, healthcare, nutrition, job training and education.
- Communicate and coordinate with all partner organizations, such as the schools, DCF, mental health care providers, DTA, health care centers, WIC Programs, Family Resource Center, and housing agencies.
- Provide support services guidance that facilitate access to services to families, including transportation and flex funds.
- Collect and store output and outcome data as requested by the DPH.

QUALIFICATIONS

Required Qualifications:

- Bilingual proficiency in English/Spanish in both verbal and written forms **is required.**
- Successful completion of a Bachelor's degree in a human service field of study degree or at a minimum an Associate's degree along with experience working with pregnant and parenting young parents.

- Ability to complete a psycho-social history with a family, develop individualized service plan, and monitor and support implementation of those plans.
- Experience working with youth and young parents who may be experiencing domestic violence, substance abuse, housing instability, adverse health conditions, and whose children may be vulnerable to abuse and/or neglect.
- Ability to maintain confidentiality.
- Exceptional communication skills in both written and verbal forms.
- Effective organizational skills along with the ability to prioritize and multi-task.
- Access to reliable transportation for home visiting and potential client transportation. If driving a vehicle, must have a valid driver's license, clean motor vehicle record, and appropriate registration and insurance coverage.

Desired Qualifications:

- Capable of working independently, and within a team structure.
- Computer literate in Microsoft Office products including Outlook, Word, Excel along with database skills and the ability to learn new software applications.
- Ability to work a flexible schedule as needed per programming needs.
- Experience and competency working with diverse families and cultures including the Latinx community.
- In-depth knowledge about the Lawrence community is desirable.

ABOUT FAMILY SERVICES OF THE MERRIMACK VALLEY

Family Services is a non-profit, social service organization located in Lawrence, MA. The organization helps more than 7,000 people in the Merrimack Valley each year through 20+ programs focused on youth development, parent education and emotional health. All of its services are infused with a sense of hope and possibility and enable individuals to thrive in their family, community, workplace and school. For more information, please visit www.FSMV.org. **FSMV is an equal opportunity employer.**

COMPENSATION AND BENEFITS

- This is a 40 hour per week, non-exempt benefited position with a pay range \$18-\$19 per hour, commensurate upon experience.
- Benefits include competitive health and dental insurances as well as fully paid life and long-term disability insurances along with training and professional development opportunities.
- A generous time off policy for employees working 30 hours or more per week **including 4 weeks of paid Earned Time Off as well as 13 paid holidays per year!**
- An opportunity to work with and learn from a team of dedicated, passionate individuals in a diverse environment that serves children, youth and adults.

TO APPLY

Interested candidates should email a cover letter and a resume to: Aida Castro, Director of Community Support Services acastro@fsmv.org.