

Position Description: *Family Support Center Associate*

Position Title: *Family Support Center (FSC) Associate*

Project: *Beacon Hill Anchorage Family Support Center*

Responsible to: *Family Support Center Director*

Location: *Beacon Hill – Anchorage, Alaska*

Details: *Part Time, flexible depending on family contact schedule – approx. 30 hrs/week, \$16-\$18/hr DOE*

Application: Please send cover letter and resume to Kristen Bierma, Beacon Hill Executive Director, kristen@beaconhillak.com

Summary of Duties

Responsible for assisting the Family Support Center Director with the daily activities of supporting and supervising family contact visits.

Responsibilities and Duties

- Provide administrative support to FSC Director (answer phones, data entry, documentation)
- Transport children to and from FSC according to weekly visitation schedule
- Assist with general upkeep and cleaning of the facility, as needed
- Assist with observation/supervision of family contact visits
- Assist with volunteer coordination
- Attend all staff meetings and required trainings
- Other duties, as assigned

Qualifications

- High School Diploma, Bachelor's Degree in Social Work or equivalent field preferred or equivalent experience in foster care or family support services
- 2 or more years of experience working with children and/or providing supports and services to children and families involved with the public child welfare system (voluntary child welfare, child protection, foster care and/or adoption)
- Ability to safely pass background check
- Valid Driver's License with a clean driving record

Additional Skills

- Ability to support and mentor parents who are working toward reunification
- Ability to calmly and flexibly adapt to last minute changes
- Ability to work independently or in a team setting
- Experience working with persons from diverse cultures and backgrounds
- Strong organizational and communication skills
- Good time management and multi-tasking abilities
- Confident driving in all weather conditions
- Experience in the use of Microsoft office suite, Word, and meeting platforms (Zoom, Teams)

