Organization: Youth & Family Services (YFS)
Department: Family Support and Advocacy Services (FSAS)

Position: Intensive Family Services Program Specialist
Status: Part-Time
Reports to: Site Coordinator
Location: Rapid City, SD

Work Schedule:
Work Days: Monday through Friday
Hours/Week: 20
Work schedule may vary dependent upon program needs.

Non-smoking work environment. Wage DOE. E.O.E.

Minimum Qualifications: Bachelor’s Degree in Human Services or closely related field; experience and/or training in human services field. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Punctuality, dependability and flexibility. Ability to communicate and cooperate with staff, persons of all socio-economic levels, and diverse populations effectively and tactfully. Transport clients as assigned and be willing to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions and Employees Driving Children. Must be able and willing to meet travel needs of position, including out-of-area and out-of-state. Current vehicle liability insurance and a valid driver’s license required.

Essential Functions: Establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsive to their needs and established treatment or family plan. Work with Coordinator to facilitate family entry with and through Department of Social Services, Juvenile Justice, Behavioral Health, and other referral sources. Advocate for parent(s) and act as liaison between family and agencies. Ensure parents receive community resource information as needed. Develop, maintain and implement an effective course of treatment with the family using existing local resources. Ensure that collaborative agencies will offer parent’s opportunities to develop and implement individualized family driven agreements that describe family goals, responsibilities, timetables and strategies for achieving their goals. Ensure that development, implementation and maintenance of an effective transition plan for families is conducted. Work with Coordinator to facilitate crisis intervention to families in the areas of food, shelter, clothing, transportation, health, and mental health services. Ensure that documentation, data collection, and outcome data is maintained as needed for evaluation team. Comply with and implement all applicable local, state, and federal regulations.

Additional Functions: Attend and participate in collaborative meetings and trainings. Ensure documentation, referrals, staffings and family and child reviews are completed and followed-up on. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Maintain confidentiality as it relates to information about children, families, and other staff members. Support all activities, programs, and services of YFS. Perform additional duties as requested by supervisor. Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner.

Environmental Functions: Ability to lift up to 50 lbs. Flexible work schedule.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: http://www.youthandfamilyservices.org/careers/. Please note that resume only will not be accepted.
How to Submit Application:
By email: yfshr@youthandfamilyservices.org
In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Any questions? Call HR Team at 605-342-4195!