

Organization: **Youth & Family Services (YFS)**

Department: **HBHS**

Position: **Fatherhood Specialist**

Status: **Full-Time**

Reports to: **Home-Based Head Start Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: Monday-Friday (Occasional night/weekend)

Hours/Week: 40

Work schedule may vary dependent upon program needs.

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

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our [Benefit Synopsis](#).

Minimum Qualifications: Bona fide occupational qualification (BFOQ): Male employee who can provide mentoring and role-modeling for fathers including at risk adults with little or no background in fatherhood and the child's development. Provide mentoring and participate in other activities that may include a need for privacy/adult male discussion. Bachelor's degree in social sciences, human services, education or related degree required. Experience working with families and youth. Willingness to submit to random drug and alcohol testing in accordance with performance standards and the Substance Abuse/Misuse Policy for Safety Sensitive Positions & Employees Driving Children. Good computer/word processing skills. Good interpersonal and communications skills in working with children, youth, co-workers, parents, and general public. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Provide a combination of education services to promote wholesome and enriching relationships between Head Start/Early Head Start fathers (father figures) and their children.
- Provide case management services for Head Start/Early Head Start fathers in a timely manner.
- Provide role-modeling and mentoring to identified fathers (father figures).
- Ability to organize/facilitate groups, events and conduct home visits to secure the involvement of fathers and ensure successful outcomes when possible.
- Work collaboratively with other content areas (Family Services, Education, Nutrition, Health) to ensure delivery of integrated services.
- Maintain files in program data base system by entering case notes, home visits, referrals, and other follow-up.
- Provide training on the importance of fathers in a child's development to staff and parents.
- Assist in the completion of required reports.
- Ability to establish rapport, develop trust, and maintain effective relationships and boundaries with fathers and families.
- Assist in securing the required 20% non-federal match as required by the Department of Health & Human Services.
- Ensure compliance with Head Start Program Standards and other applicable local, state, and federal regulations.
- Stay up-to-date with the latest findings and research on benefits and approaches of effective fatherhood.

- Keep Program Director informed of all aspects of programming by identifying and documenting issues in the availability and delivery of services.
- Attend meetings and trainings as requested by supervisor.
- Collaborate with other community organizations and stay current with initiatives and programs in coordinating services and resources.
- Manage the designated portions of the budget as assigned by Program Director

Additional Functions: Perform additional duties as assigned by supervisor. Transport clients as needed for appointments and case management. Maintain confidentiality as it relates to information about children, families and fathers (father figures). Professionalism in the form of punctuality, dependability, creativeness, role-modeling, mentoring, and resourcefulness. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Promote and support all YFS programs and services. Maintain a clean, safe, healthy, and organized environment for staff and families. Assist in recruitment of children, families, and volunteers for program services.

Environmental Functions: Maintain a flexible work schedule in order to accommodate fathers and Head Start programs. Ability to lift up to 50 lbs. May be exposed to a variety of potentially hazardous living and health conditions.

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

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

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