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# Family Support Specialist

DEAP

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## Job Description:

This is a part time to full time position for a home visiting intervention program serving families who have children with developmental disabilities. The family support specialist uses a coaching model to support families in meeting goals they have set for their child, assesses child and family needs, maintains records, coordinates with other professionals, and advocates for families. Flexible hours and travel to other towns in Southeastern Montana are required.

## MINIMUM QUALIFICATIONS

- Preferred Bachelor's Degree
- Interest or experience working with individuals with developmental disabilities.
- Experience working with families/individuals in home-based settings.
- Experience in developing and implementing programs for individuals and helping them reach goals
- Knowledge of child development and behaviors.
- Ability to focus on family as primary unit of service.
- Ability to utilize structured interviewing skills.
- Ability to cooperate and coordinate services with other community agencies.
- Ability to maintain a respectful, sincere, nonjudgmental attitude.
- Ability to work with other professionals in a team approach.
- Ability to prepare and keep routine records and reports.
- Strong computer, communication, and organizational skills

## REQUIREMENTS

- Full Certification for Family Support Specialist within two years.
- Personal Vehicle and Valid Montana Driver's license.
- Criminal records background check, CPS check and DMV check. (provided upon offer)
- Three work related references.

## LOCATION

- Services to families in Miles City, Glendive, Colstrip, Forsyth and Lame Deer areas will be provided

## Hours:

Full or part time positions being considered

Hours vary depending on the needs of those being served, mostly Monday through Friday

## Salary:

14.50 Hourly; if eligible and once comprehensive certification is achieved, pay will increase

**Benefits: (dependent on hours agreed to work)**

Vacation, Sick leave, and holidays.

Health insurance, life insurance and retirement.

Flex plan (cafeteria)

Staff cars, and travel reimbursement when staff cars are not available

**Contact Instructions:**

Send a resume and three work related references to DEAP, 2200 Box Elder Suite 151, Miles City, MT 59301; Attn. Sherry Taylor. Or Email: [staylor@deapmt.org](mailto:staylor@deapmt.org)

**Closing Date:**

Open until filled, priority given to those applications received by 1/19/2019

**Address:**

Miles City

**Contact Person (for Job Service Staff only):**

Brooke Bartholomew

(406) 234-6034

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