

**CATHOLIC CHARITIES  
POSITION DESCRIPTION**

**POSITION:** NFSN Family Engagement Specialist

**PRIMARY PURPOSE:** The Family Engagement Specialist encourages family/parental involvement within their community and provides ongoing educational programs to immediate family members, parents/legal guardians of students enrolled in the FAYS Program.

**QUALIFICATIONS:**

Bachelor's Degree in Social Services or related field; one-year experience and knowledge of adolescent behavior preferred; bilingual in Spanish & English preferred, but not required; car with Texas liability insurance coverage required.

**GENERAL RESPONSIBILITIES:**

To create community partnerships that are dedicated to helping students and their families overcome problems that keep students from succeeding in school and coordinate existing family and youth support services. Must be able to work evenings & some weekends, as arranged.

**RESPONSIBLE TO:**

Catholic Charities Program Director for Youth & Family Program.

**REPORTS TO:**

Catholic Charities Program Director for Youth & Family Program

**SPECIFIC RESPONSIBILITIES:**

1. Must possess knowledge of child and adolescent development and family systems.
2. Must motivate and work cooperatively with children, certified and classified staff, parents, FAYS staff and community agency personnel.
3. Required to provide referral information to families (including but not limited to agency referrals).
4. Required to assist/coordinate community awareness events (Parenting classes, youth skills groups, parenting workshops, Back to School events, etc....)
5. Required to conduct on-going needs assessments and quality assurance surveys.
6. Must possess the ability to manage time efficiently
7. Required to communicate effectively and develop working relationships with community and FAYS staff providing services.
8. Required to assist in publicizing and marketing Catholic Charities via outreach efforts.
9. Required to attend supervision and staff meeting, as required. To accrue 16 hours of continuing education and training per year, to maintain skill in the profession. To also obtain any training and/or requirements provided by PEI (NFSN program).
10. Perform other duties, as assigned.