

Job Posting: Family Services Assistant (FSA) - Program

Apply Today: <https://recruiting.paylocity.com/recruiting/jobs/List/5295/Vision-House>

This position is **Full-time 40 hours, Non-exempt**, located in **Shoreline, WA**.

Our new FSA will enjoy the following pay and benefits:

- \$16 to \$19 per hour depending on experience
- Medical, dental, and vision insurance
- Retirement plan with matching employer contribution
- 10 days of vacation
- 11-1/2 days of paid holidays
- Generous sick-leave

As a FSA your responsibilities will be focused within the following areas:

- Serves as a Family Services Program Assistant within the Shoreline Family Services program.
- Provides support in the planning, coordinating and facilitating supervision of children's activities that meet the physical, social, emotional and cognitive need for program participants including but not limited to: Community center hours, resident store, childcare support, homework support, family/holiday night events, summer activities and small groups.
- Develops, collaborates and maintains positive partnerships with VH departments and other public and private organizations to ensure best practices for residents needing community based support services.
- Establishes a program environment that sustains participant interest and promotes positive interactions with every youth and adult.
- Assisting with and supporting administrative tasks including: data entry, filing, copying, phone calls, organizing, file maintenance, etc.
- Helps prepare, arrange, and maintains daily, quarterly, and yearly Shoreline Family Services calendars. Securing areas and materials to accommodate program schedules and activities.
- Greeting residents as they arrive; being a calm presence and assisting residents when they need to fax, copy or use designated resident computer in the office.
- Assisting with data entry for statistical and evaluation of program.
- Participating in weekly supervision and case staffing meetings.
- Reporting abuse/neglect to Child Protective Services and the Site supervisor.
- Maintaining confidentiality of resident families per program policies/procedures.
- Taking donations when needed
- Set-up, arrangement and clean-up for staff meetings, collaboration meetings, classes etc.
- Performs other duties as assigned.

FSA candidates should have the following qualifications:

- B.A. degree in social services, education or comparable field, A.A. degree may be combined with exceptional experience.
- Valid Washington State Driver's License, good driving record and reliable transportation.
- Experience working with children and families who are at risk and in crisis.

- Experience working with diverse and/or special needs population and knowledge of homelessness, domestic violence, physical, sexual and emotional abuse and the effects on children.
- Experience with administrative support.
- Event planning experience preferred.
- Ability to handle sensitive information in a confidential manner
- Ability to work collaboratively with staff in a participatory environment.
- CPR and First Aid Certification within 60 days of hire date.
- AIDS/HIV Certification within 60 days of hire date.
- Must be able and willing to drive families with children to appointments.
- Must be willing to work a flexible schedule depending on program needs.
- Ability to pass background check.
- Ability to sign our Statement of Faith.
- Working knowledge of Christ-centered servant leadership.
- Ability to work well as part of a team as well as independently.
- Ability to adapt quickly to various situations
- Perform other duties as assigned.

***Vision House is a Christian service agency
Applicants will have employment eligibility verified with E-Verify.***