

# FERRIS STATE UNIVERSITY

## HUMAN RESOURCES

<b>Position Title:</b>	Family Support Specialist
<b>Location:</b>	Big Rapids (Main Campus)
<b>Department:</b>	51500 - Early Learning Center
<b>Advertised Salary:</b>	\$35,000 Salary commensurate with education, experiences, and other requirements. Comprehensive benefit package (health care, vacation, etc.)
<b>FLSA:</b>	Exempt
<b>Temporary/Continuing:</b>	Continuing
<b>Part-Time/Full-Time:</b>	Full-Time
<b>Union Group:</b>	N/A
<b>Term of Position:</b>	10 Month
<b>At Will/Just Cause:</b>	Just Cause
<b>Summary of Position:</b>	<p>The Early Learning Center is seeking a Family Support Specialist to join our NAEYC accredited team. This position is being established as part of the 2022-2026 Child Care Access Means Parents in School Program (CCAMPIS) grant requirements. This fulltime 10-month position is an academic year position (August-May) and includes a comprehensive benefit package including, sick, vacation, and holiday pay as well as medical insurance, and retirement opportunities. The responsibilities of this position include, but are not limited to, developing, coordinating, and supporting family-centered services to single-parent families in pursuit of a higher education degree. Manage enrollment processes. Create campus and community connections and network to provide support services. Serve as a liaison between the ELC, families, and community organizations. Create and manage a Single Parent Support group. Identify areas of need and develop trainings and</p>

	programs to provide support to single parent, Pell-eligible students with children.
<b>Position Type:</b>	Staff
<b>Required Education:</b>	Bachelor's Degree in social work, early childhood education, child/family life studies, or related field.
<b>Required Work Experience:</b>	3 yrs. experience working with children and families
<b>Required Licenses and Certifications:</b>	Upon appointment: Child & Adult CPR/First Aid
<b>Physical Demands:</b>	<ul style="list-style-type: none"> <li>• Office Environment</li> <li>• Bending</li> <li>• Carrying</li> <li>• Reaching</li> <li>• Moving</li> <li>• Sitting</li> <li>• Twisting</li> <li>• Balancing</li> <li>• Lifting</li> <li>• Heights</li> <li>• Pulling/Pushing</li> <li>• Repetitive Movement</li> <li>• Standing</li> </ul>
<b>Additional Education/Experiences to be Considered:</b>	Previous experience coordinating family activities and support services
<b>Essential Duties/Responsibilities:</b>	<p>Assist in monitoring of all current governing agency regulations</p> <p>Create Single Family Support Group. Coordinate, Monitor, and Report Parent Involvement</p> <p>Develop and manage CCAMPIS grant activities pertaining to family-child-school connection in preparation of governmental reporting</p> <p>Support teaching staff in meeting curriculum guidelines in conjunction with supporting child-family- staff relationships</p>

	<p>Enroll program participants. Meet with all eligible families to identify areas of need, and goals for family support.</p> <p>Supervise assistant teaching staff, in absence of supervising teachers, open communication, direction, and training as needed</p> <p>Demonstrate commitment and understanding for diverse, equitable, and inclusive practices.</p> <p>Any other duties assigned within the position classification area.</p>
<b>Marginal Duties/Responsibilities:</b>	<p>Coach, mentor, and identify areas for program growth</p> <p>Provide feedback to administrators on classroom practices</p>
<b>Skills and Abilities:</b>	<p>Ability to effectively communicate verbally, written, and electronically through parent engagement app and other web-based software.</p> <p>Ability to lead a team in a fast-paced environment making sound decisions concerning health and safety.</p> <p>Maintain appropriate attendance and timeliness</p> <p>Demonstrated commitment, experience and understanding for diversity, equity, and inclusion.</p>
<b>Required Documents:</b>	<ul style="list-style-type: none"> <li>• Resume</li> <li>• Cover Letter</li> <li>• Unofficial Transcript</li> </ul>
<b>Optional Documents:</b>	
<b>Special Instructions to Applicants:</b>	<p>Transcript 1 (REQUIRED): Applicants must attach a copy of unofficial transcript of bachelor's degree in social work, early childhood education, child/family life studies degree.</p> <p>Transcript must include Institution name, applicant name, date degree attained, degree awarded. Finalist will be required to submit an official transcript.</p>

<b>Initial Application Review Date:</b>	November 28, 2022
<b>Open Until Position is Filled?:</b>	Yes
<b>Posting Close Date:</b>	
<b>Contact Information and EEO Statement:</b>	<p>For inquiries related to this job posting please contact Nichelle Baker - Ferris State University's Human Resources Department at (231) 591-2150 Monday - Friday between 8 AM to 5 PM EST or you may email us at <a href="http://www.fsujobs.com">www.fsujobs.com</a>.</p> <p>Ferris State University, an Affirmative Action/Equal Opportunity employer, is committed to enhancing equity, inclusion, and diversity within its community. Ferris offers employment opportunities to qualified candidates seeking careers in a student-focused environment that values opportunity, collaboration, diversity, and educational excellence. Learn more about the Ferris Mission and community at <a href="http://ferris.edu">ferris.edu</a>. The University actively seeks applications from women, minorities, individuals with disabilities, veterans, and other underrepresented groups. For more information on the University's Policy on Non-Discrimination, visit: <a href="#">Ferris Non-Discrimination Statement</a>.</p>