

FAMILY SUPPORT SERVICES OF THE BAY AREA (FSSBA) POSITION OPENING

POSITION TITLE: Kinship Program Assistant

PROGRAM DESCRIPTION:

The Kinship Support Services Program (KSSP) provides a range of services to Northern Alameda County relative caregiver families, including case management, respite and youth activities. The Kinship Program Assistant works with the Kinship Youth Program (KYP) which is a year-round program focusing on academic, social and leadership development by engaging in long-term connections with the youth we serve.

JOB DUTIES:

- Support the implementation of the academic and/or enrichment program of the Kinship Youth Program
- Assist with group/individual management and development
- Facilitate individual and small group activities and outings
- Provide support to volunteers and part-time staff and model appropriate youth development methods
- Support program special events (ex. Open House, Community Service activities, Holiday activities)
- Assist with maintaining all documentation pertaining to the Kinship Youth Program
- Work closely with the Kinship Program Director to improve the quality of record keeping for KSSP
- Compile statistical and demographic data, produce statistical records, and assist staff with billing reports for different programs
- Communicate with Kinship Social Workers, as needed
- Develop and maintain contact with key community youth resources
- Assist Youth Program Manager with facilitating and maintaining contact with school officials
- Provide transportation assistance for the Kinship Program
- Provide back-up to the Youth Program Manager
- Assist with other general program needs
- Fulfill other duties as assigned

QUALIFICATIONS:

- BA or equivalent degree preferred
- Must be available to work a Tuesday – Saturday schedule, with evenings, during the school year and Monday - Friday during the summer (with some flexibility)
- Experience with families and youth and comfort in diverse communities required
- Experience with school advocacy (ex: IEP, SST engagement and academic action plan development)
- Experience implementing program activities for inner-city youth
- Highly flexible and readily adaptable to program changes
- Must be physically able to perform all job responsibilities related to the care of children that may include duties such as bending, lifting, or kneeling
- Respect for cultural differences and families' rights to self-determination
- Excellent organizational, verbal and written skills
- Ability to receive clearance by a fingerprint/background check (criminal and child abuse)
- Own transportation required. Must also possess valid California driver's license, current auto registration, auto insurance and a clean driving record
- Must be able to drive agency's 12-passenger van and be at least 26 years old for agency insurance company approval

SALARY RANGE: \$32,960 – \$36,500 DOE Full time = 37.5 hours/week

Excellent benefits including health, dental, vision and life insurance and 403(b) retirement plan. Dependent coverage and domestic partnership coverage available.

To apply: email, fax or send a Cover Letter and Résumé to:

Imelda Oseguera, Administrative Assistant - Email: ioseguera@fssba-oak.org

Family Support Services of the Bay Area

401 Grand Avenue, Suite 200, Oakland, CA 94610 - Fax: (510) 834-4010 www.fssba.org

FSSBA is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation, health status or national origin.

Posted 12/27/11