



FAMILY ENGAGEMENT SPECIALIST

Who we are:

Saint Louise House provides long-term supportive housing to mothers with children overcoming homelessness in Central Texas. We serve women-led families who need more time and support than emergency shelters can provide, but who do not qualify for other programs. We provide them **stable housing** and **wraparound services, highly-individualized support** that meets every mother and child right where they are, and **two generational** services that simultaneously address the needs of mothers and children so they can both reach their full potential. Saint Louise House is a local, 501c3 non-profit, is not a religiously affiliated organization, and is an equal opportunity employer.

Position Summary:

The Family Engagement Specialist will work within Saint Louise House's solution-focused, strengths based model to engage program participants to:

- provide feedback to inform the development of program activities and approaches
- actively participate in program activities and supportive services for adults, children, and teens
- grow the culture of community at Saint Louise House
- strengthen and develop their support system
- maintain connection to Saint Louise House after graduating from the program

The Family Engagement Specialist is also responsible for managing the admissions process for applicants and new program participants with input from the Program Director. The Community Engagement Specialist is supervised by the Program Services Coordinator.

Benefits:

Saint Louise House invests in our employees in many ways. We provide the tools and supports needed to all staff so that they can provide the highest quality of services to Saint Louise House families. In addition to fostering a positive, learning and supportive work environment, we also offer

- Competitive Salary; salary commensurate with education, experience, and Spanish fluency
- Paid Time Off (160 hours a year)
- Paid Holidays (10 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

Position Description:

Family Engagement Duties

- Use a solution focused, strengths based approach to encourage and support family participation in activities and events that increase resident engagement and community at SLH.
- Develop a positive working relationship with program participants by establishing rapport, trust and appropriate boundaries.
- Facilitate opportunities to support and amplify resident voice to inform, strengthen, and develop programming.
- Create and facilitate technology tools for program participants to develop a community of support, and share information and resources.
- Bridge relationships between SLH and community organizations that foster partnerships that support community goals.
- Develop and implement tools to gather program participant feedback and input to improve participation, outcomes, engagement, etc.
- Coordinate and lead community building events on property for mothers and families.
- Maintain connection with SLH alumni to improve outcome tracking for families that have graduated from the SLH program.
- Work with mothers at SLH to solicit and gather feedback about parenting support services and inform the development of new programs and activities. Work closely with the Family Services Specialist to collaborate on parenting support initiatives.

Admissions Duties:

- Review all applications within two weeks of receiving them.
- Screen applicants for eligibility, follow up with applicants, and conduct interviews for admissions with support of the Program Director.
- Respond to calls for information on admission to the program from potential applicants and community members.
- Maintain the admissions database and waiting list, and ensure the admissions filing system is up to date.
- Coordinate with the Program Director and other staff to facilitate move-ins of new program families.

Qualifications and Skills

- Experience facilitating focus groups, engagement and social connection activities, and/or advisory councils
- Strong ability to build rapport, engage families, and communicate consistently to strengthen participation in program activities
- Flexibility in scheduling availability to meet program needs
- Comfort talking with people from diverse backgrounds and life experiences
- Strong organizational skills and ability to plan and coordinate activities and events
- Ability to synthesize feedback to create plans related to engagement strategy
- Skilled in creating innovative strategies to elicit engagement

Education and Experience:

- Bachelor's degree from an accredited college or university in Social Work, Behavioral Science, or a related field,
and
- One year experience working with families who are low-income and/or experiencing homelessness, preferred
Or
- Any equivalent combination of training and experience which provides the required knowledge, skills and abilities
- Current LBSW or LMSW, preferred
- Proficiency in Spanish **required**

To apply for position send Cover Letter and Resume to:

Robin Kamperman, Director of Operations at rkamperman@saintlouiseshouse.org

For more information about Saint Louise House, please visit www.saintlouiseshouse.org