



Child and Family Services Specialist

About Us

Saint Louise House provides a 2Gen, long-term supportive housing program to mothers and their children who are overcoming homelessness in Central Texas. Our proven program provides stable housing, empowering partnership, and wraparound services. The highly individualized support we provide fosters education, financial literacy, strong family relationships and healthy living, leading to a lifetime of self-sufficiency. With a deep belief in the power of women to transform their lives, their families, and our community, we are committed to a solution-focused model for growth and sustainable change.

Job Description Summary

The **Child and Family Services Specialist** will work within Saint Louise House's solution-focused, strengths-based model to develop and implement high quality enrichment activities and evidence-based and restorative groups for single mothers and their children who are in our supportive housing program. The **Child and Family Services Specialist** is responsible for partnering with mother and child clients to ensure they have the internal and external support needed to be successful. All Saint Louise House employees work within the organizational values of **Hope, Effectiveness, Empowerment, Growth Mindset, Commitment, and Humility**. The Family Services Specialist reports to the Program Manager.

Benefits

Saint Louise House invests in our employees to ensure that they have the tools and support needed to provide the highest quality of services to our families. In addition to fostering a positive, learning, and supportive work environment, we also offer:

- A Competitive Salary
- Paid Time Off (160 hours a year)
- Paid Sick Leave (40 hours per year)
- Paid Holidays (12 days a year)
- Health / Dental / Vision Insurance
- Life and disability Insurance

Responsibilities include, but are not limited to,

- Serving as the lead facilitator for the adult and children's psycho-educational and support groups.
- Develops initiatives to increase positive interactions and social connections.
- Makes referrals and assists program participants in accessing services and resources in the community.
- Develops relationships with schools for all child clients to track academic performance, enrollment in and support for extracurricular activities, and attendance.
- Creates relationships with Project Help staff at each AISD school child clients address ensure maximum benefit and support for the client families.

- Meets with moms to plan support for children who are not attending school regularly or falling behind in school.
- Serves as an early childhood education resource.
- Communicates with families via flyers, Facebook, Remind and other appropriate tools.
- Facilitates communication tools for program participants.
- Supports the program office in collaboration with all program staff, including, but not limited to answering phones, providing referrals, assisting program participants and volunteers, and maintaining the office as a clean, safe, and welcoming environment.
- Facilitates food bank support, including ordering, receiving, and distributing food bank supplies, in accordance with Central Texas Food Bank guidelines.
- Displays the highest standards of discretion, ethics, continuous improvement, and professionalism.
- Regular and prompt attendance.

Education and Experience

- **Required** - 3-5 years' experience working directly with adults, children, or youth in a residential or supportive housing program.
- **Required** - 1 years' experience facilitating restorative or therapeutic groups.
- **Required** - Proven knowledge of social services in the Central Texas area.
- **Required** - Bachelor's degree in social work, Behavioral Science, or a related field.
- *Preferred* - Bilingual in English and Spanish

Saint Louise House welcomes applicants whose practical experience, and depth of education aligns with our organizational values of **Hope, Effectiveness, Growth Mindset, Commitment, Empowerment and Humility**. Our ideal candidate has the depth of education and training to collaborate with diverse community members who have experienced personal challenges that have impacted their housing stability. We seek applicants who have a strong ethical foundation that aligns with best practices for empowering individuals to embrace sustainable change. We invite applications from experienced leaders with demonstrated practical skills and training in Solution-Focused Brief Therapy.

Saint Louise House is committed to the recruitment, selection, development, and promotion of employees based on individual merit. Our policy is to provide equal employment opportunity to all people without regard to race, color, religion, sex, national origin, age, or disability. We encourage applicants from traditionally underrepresented groups and diverse backgrounds, who mirror the population we serve.

To apply for the position, please send Cover Letter and Resume to:

Sherri Fleming, Human Resources Project Manager at sfleming@saintlouiseshouse.org

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