



## **Child and Family Services Specialist**

*Full-Time, in Person Role in Austin, Texas, reporting to the Director of Community Partnerships and Outreach*

### **Position Description**

The Child and Family Services Specialist supports single mothers and their children in Saint Louise House's supportive housing program through a strength based, solution focused approach. Core responsibilities include providing child centered case management, facilitating child/parent/family activities, and delivering research-based parent coaching. This dynamic role also encompasses coordination, communication, and leadership functions. The Specialist upholds SLH's values of **Hope, Effectiveness, Empowerment, Growth Mindset, Commitment, and Humility** and reports to the Director of Community Partnerships and Outreach.

### **Benefits**

Saint Louise House invests in our employees in a variety of ways. We provide the tools and support needed for all staff so that they can 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)
- Sick Time (40 hours per year)
- Paid Holidays (12 days a year)
- Health / Dental/ Vision Insurance
- Life and Disability Insurance

### **Key Responsibilities**

#### **Child & Family Services**

- Plan, coordinate, facilitate, and document child, adult, and family focused activities, including psychoeducational groups and community events.
- Provide child centered case management using a solution focused brief therapy approach.
- Provide teen coaching to support higher education and job readiness, as well as strengthen life skills and confidence.
- Deliver research-based parent coaching to strengthen family skills, confidence, and parent-child relationships.

#### **Wraparound Services**

- Coordinate internal food and household pantries to ensure families have consistent access to essential items.

- Support the planning, distribution, and documentation of in-kind donations for families.

### **Communication**

- Develop and disseminate communication materials that promote SLH programs and services.
- Maintain timely, clear, and accessible communication with families and program participants.

### **Administrative**

- Create and maintain data tracking tools that support Child & Family Services operations.
- Complete all required documentation accurately, professionally, and within established timelines.

### **Leadership**

- Build and sustain partnerships that strengthen Child & Family Services initiatives.
- Assess programs and services, identify areas for improvement, and recommend enhancements.
- Train and provide guidance to support staff as needed.
- Perform additional responsibilities that advance SLH's mission, vision, and values.

### **Experience & Qualifications**

#### **Required**

- Bachelor's degree in social work, behavioral sciences, child development or a related field
- Bilingual in English and Spanish- Fluent
- 1–2 years of experience providing case management to adults, children, or families
- Experience facilitating psychoeducational groups and structured activities for children and/or adults.
- Ability to maintain accurate documentation and manage data tracking systems.
- Knowledge of social services and community resources in Travis County
- Commitment to strength-based, trauma-informed, and solution focused practices
- Strong communication skills, including the ability to create clear written materials and engage diverse families.
- Ability to quickly adapt to changing priorities and organizational needs
- Willingness and ability to wear multiple hats and take on new responsibilities as needed
- Ability and willingness to lift 30–50 lbs.

#### **Preferred**

- Master's degree in social work field
- 1–2 years of experience working with adults, children, and/or youth in residential or supportive housing settings
- Training or certification in a research-based positive parenting curriculum (e.g., Nurturing Parenting, Triple P)
- Training or experience in restorative practices
- Project/ program coordination experience

- Training in solution-focused modalities

### **About Saint Louise House**

Saint Louise House provides a two-generation, long-term supportive housing program for mothers and their children who are overcoming homelessness in Central Texas. Our proven program provides stable housing, empowering partnerships, 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 purposeful model for growth and sustainable change.

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, which mirror the population we serve.

**A Cover Letter and Resume is required to apply.**

**Please forward to:**

**[slhrecruit@saintlouiseshouse.org](mailto:slhrecruit@saintlouiseshouse.org)**

For more information about Saint Louise House, please visit [www.saintlouiseshouse.org](http://www.saintlouiseshouse.org).

Please submit a cover letter illustrating your career highlights and goals. Cover letters and resumes will be reviewed, but due to the number of applications, not all candidates will be invited to interview. We appreciate each candidate's interest in Saint Louise House.