

**Richland County First Steps  
Position Description**



**Job Title:** Bilingual Family Support Advocate (FSA)  
**Strategy:** Family Strengthening: Connected Families  
**Reports to:** Home Visitation Director  
**Work Schedule:** Monday-Friday, 8am-5pm, some nights and weekends  
**Exempt:** No  
**Full-time:** Yes  
**Qualified for Benefits:** Yes

**Job Summary**

This individual will provide home-based services to families with children aged zero to five in the Columbia area. The role must implement all Parents as Teachers Program Performance Standards, First Steps Program standards, as well as standards set forth by local and state agencies with oversight of program.

This role will work primarily with families who are referred to Richland First Steps from the Department of Social Services who need focused attention on parenting skills and child-parent attachment.

**Essential Functions**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

- Understand and follow SC First Steps Program Standards.
- Provide child development, parent education, case management and family support to families and children aged zero to five, through twice a month home visits or virtual visits of 90 minutes each.
- Provide all required documentation in a timely manner, which may include weekly visit logs, child assessment and screening information, activity reports and more.
- Input accurate and complete data for all families into proper databases.
- Create, maintain and break down comprehensive binders for each family.
- Attend Weekly reflective supervision with supervisor
- Submit weekly mileage in written or electronic format
- Establish transition plans for each child/family based on age.
- Provide linkage to other community resources that support high-risk families served through the program including medical home, counseling, community assistance, employment, and

training. Follow-up with families and agencies as appropriate to document use/success of referral.

- Always maintain caseload of 15 families.

### **Other Duties/Responsibilities**

- Assist in coordination of activities for families to include family literacy, social and educational events, and facilitate parent involvement in community activities (activities may include socializations, parent meetings, parent trainings).
- Promote parent participation in all parts of the program.
- Participate in regular staff meetings, staff training programs, personal professional development, and accept the responsibility for aiding the development of positive team relationships as requested.
- Promote effective communication between staff and parents and provide for a regular system of communication of program information and activities to parents.

### **Minimum Requirements**

- Fluent in both written and verbal forms of Spanish communication. Must be comfortable in creating and managing information in both written and electronic forms.
- Hold at least a two-year degree in early childhood education, social work, psychology, or a closely related field. A four-year degree is highly preferred.
- Experience working with infants, toddlers, and families with varied educational backgrounds and of all socio-economic and cultural groups and at-risk groups.
- Knowledge of and ability to work with variety of community resources.
- Good documentation skills in all forms (electronically, verbally, written).
- Excellent written and verbal communication skills and an ability to establish rapport with all assigned families.
- Must be able to model positive parenting behaviors.
- Ability to motivate others towards achieving goals.
- Ability to work independently with strong sense of focus, task-oriented, nonjudgmental and open personal qualities.
- A strong sense of and respect for confidentiality involving both clients and co-workers.
- Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate.
- Ability to legally operate a motor vehicle and have reliable transportation.
- Ability to pass/maintain annual background checks including SLED and DSS (includes Sexual Registry).

### **Essential Mental Functions**

- Ability to work with families in crisis situations, guiding them according to program policy.
- Ability to prioritize tasks and maintain boundaries, especially as it relates to assigned families.
- Ability to speak before groups (parent committees, parent trainings).
- Ability to organize and present correct information and answer questions effectively.
- Effective listening and observation skills

### **Essential Physical Functions**

- Ability to lift 40 pounds.
- Must be able to regularly kneel, bend, and sit on the floor to attend to children's needs.
- Ability to move quickly in order to respond to children who are very active.
- Must be able to sit for periods of time, as much time is spent driving to weekly home visits for all families. Many homes are in outlying areas (Richland County only).

### **Equipment/Databases Used**

- Equipment: Computer, Camera, Camcorder, DVD Player, Zoom, MS Teams
- Database(s): ChildPlus, SentricHR (training provided for all)

### **Curriculum, Screening & Assessment Tools Used (training can be provided for all)**

Curriculums: Parents as Teachers, Partners for a Healthy Baby, Conscious Discipline

Screenings: Life Skills Progression, Ages & Stages

Assessments: , Hawaii Early Learning Profile