Contractual Child and Family Support Specialist

Department: Child and Family Program

Supervised by: Child and Family Program Manager

Supervises: N/A

Status: Contractual 6-10 hours/week or 25-40 hours/month, 1-2 evenings preferred (Mondays). Opportunity exists for position growth over time.

Summary of Position:

The Contractual Child and Family Support Specialist will be responsible for providing both direct service work as well as group and event planning. Direct service responsibilities include facilitation of support groups, child and family consultations, and child and family counseling. Direct service support may be provided in person or online based upon the needs of the participant. The Support Specialist will develop therapeutic interventions for children and families affected by cancer. The Support Specialist will also be involved in planning and implementing special events, including family wellness programs, within the area of Child and Family programs. With the Child and Family Program Manager, the Specialist is encouraged to contribute ideas and feedback regarding program development and evaluation.

Responsibilities:

Groups: 50%

- Facilitate support and bereavement groups for children and teens who are affected by cancer
- Develop expressive therapeutic activities for use in groups
- Coordinate logistical aspects of groups including space/day/time based on participant needs and in collaboration with other members of the Child and Family team
- Plan and deliver psycho-education workshops and classes for participants relevant to area of expertise and based upon participant need
- Record all direct service time in MBO in a timely manner

Individual: 15%

- Conduct child and family initial consultations to assess needs and identify suitable programming
- Provide short-term counseling for children and families consisting of (but not limited to) therapeutic play for participants who need acute or additional support outside of group activities.

**Event Planning and Implementation: 30%**

- Planning event activities, ordering and picking up supplies for activities
- Communication and coordination with volunteers for events
- Coordination and organization of the events on the day of, including set-up, decorating, volunteer communication, and clean-up

**Program Support: 5%**

- Cultivate relationships with other service providers through community outreach, in an effort to increase referrals to Child and Family programs.
- Participate in program-reporting activities under the direction of supervisor.

Other duties as assigned.

**Mandatory Job Qualification:**

**Education:**

Master’s degree in social work, psychology, child development, child life or a related field. Must be licensed and/or certified in professional field (LCSW, LCPC, PsyD, or CCLS).

**Experience:**

Minimum two years of clinical experience working with children, parents, and families. Clinical background in oncology is preferred. Detail oriented and organized, with interest in innovative program planning. Strong communication skills required.

Wellness House is an EOE.