



Job Title: Family Services Specialist  
Department: First Place Family Center  
Reports To: Director  
FLSA Status: Non-Exempt

## **Family Services Specialist**

Part-time, hourly  
Saturday-Monday 7:30-5:30pm

### **Background**

First Place Family Center is a day center program for families with children ages 0-18 located in Eugene, Oregon. First Place gives crucial assistance and support to families who are in crisis due to homelessness, job loss, health issues, or other critical problems. Services help meet families' immediate needs as well as help to promote self-sufficiency. First Place runs an emergency family shelter and provide a host of services that help families obtain housing and remain stably housed. Services for First Place families include free showers, laundry, food, onsite drop-in preschool, access to computers and more.

We are looking for a new member if our team! This is a multi-faceted position that will be a combination of assisting families in the center and providing initial intakes and front door housing assessments for families with children, who are low income, have lost their housing, or are at risk of losing their housing.

The position is located at First Place Family Center in Eugene.  
We are a program of St. Vincent de Paul Society of Lane County.  
Equal Opportunity Employer. **We are a drug-free workplace.** We test.

### **Responsibilities:**

- Warmly welcoming, checking-in and assisting families coming to the center.
- On a drop-in basis, sitting down with families who need our services, helping to put them at ease, and obtaining the information needed in order for us to serve them.
- Accurately entering the required information into the State's Service Point database.
- Assisting families in completing other required forms and explaining relevant agency policies and agreements. Take them on a tour of the facility.
- Data entry, filing, answering the phone, taking messages, reinforcing Center policies, multi-tasking in a high energy, busy environment.
- Providing as needed support to families as they work towards stability. This may include, but is not limited to, helping to connect families with partner agencies that may be of service, assisting families in identifying and overcoming barriers to permanent housing, modeling gentle parenting techniques, and aiding families in conflict resolution.

- Collaborate with First Place team to help inform practices and procedures that best serve the families in our care.
- Represent First Place Family Center, and St Vincent de Paul, in a professional capacity at inter-agency meetings as necessary.
- Other tasks as needed.

**Qualifications:**

- Demonstrated experience in the social service sector. This includes working with individuals as in a care giver, mentor, or teacher.
- Demonstrated ability to work respectfully with families, including experience working with families in crisis or "at-risk" due to stressful life circumstances.
- Capacity to stay flexible under stress and maintain composure while multitasking in a fast-paced environment.
- Ability to work well with a team and stay calm in the face of crisis
- Teachable, open to learning
- Self-motivated, and willingness to work independently.
- Detail oriented
- Warm, welcoming presence combined with good boundaries.
- Nonjudgmental approach to a wide range of individuals and lifestyles.
- Demonstrate appropriate professional boundaries.
- Solid knowledge of community resources and/or a willingness to network and learn.
- Proven proficiency in administrative setting including ability to meet deadlines

**Job Requirements:**

- Bachelor's degree in education, social work, or related field.
- Bi-lingual Spanish/English

If you feel you are qualified and want to apply for this position please submit application, resume, and two references to <http://apply.svdp.us/>

All employees and prospective employees of St. Vincent de Paul will receive equal employment opportunity without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Promotions, transfers, training, compensation, benefits and all other employment considerations will be administered without regard to race, color, religion, sex, age, national origin, disability or any other trait protected by applicable law. Veterans are encouraged to apply.