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# Example of Family Support Specialist Job Description

Our company is looking for a family support specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for family support specialist

* Proactively connects families to outside resources, including both public assistance programs and local nongovernmental services
* Conducts one-on-one interviews and assessments of prospective CPN referrals
* Facilitates groups/programs/workshops centered on the development of self-esteem, parenting, conflict resolution, forward planning, and other related life-skills
* Regularly interfaces with school staff regarding the progress of students whose families are receiving services
* Collects data on assigned cases and documents progress toward established goals for each family’s individualized plan
* Maintains professional growth and development throughout the year by attending workshops and trainings that will aid in providing superior services
* General Office Support (backup responsibility) – All office equipment, mail, supplies, and general office guest reception
* Works with Account Management Executives (AMEs) and associated personnel in supporting their Books of Business
* Evaluates and recommends changes in procedures or methods in areas that affect team productivity
* Coordinates training sessions/staff meetings for the team

## Qualifications for family support specialist

* Completes projects as requested by sales directors
* Directly supports the Regional Managing Director (RMD), AME team and associated personnel in such activities as open enrollment meetings, administrative projects and support team activities
* Assists with the onboarding of new associates
* Assists with the coordination of travel (air, car, hotel, etc) for the RMD and AME team
* Ability to maintain/coordinate multiple calendars
* Ability to communicate clearly with emails, letters, documents, meeting minutes, etc on behalf of the RMD