Family Service Specialist
JOB ANNOUNCEMENT

TITLE: Family System Specialist
FLSA STATUS: Non-Exempt
PAY CLASS: Full-Time
REPORTS TO: Project Manager for the Family Solutions Collaborative
LOCATION: Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

Who is Charitable Ventures and the Family Solutions Collaborative?

Charitable Ventures was created to make sure nonprofits are resilient, effective, and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially, and economically just, our employees guide and design strategies to effectively address those needs.

The Family Solutions Collaborative is a sponsored project of Charitable Ventures with a mission to ensure an integrated family response system of care, from prevention through intervention, for homeless families within our community. The Family Solutions Collaborative provides regional coordination and oversight of the Coordinated Entry System for Families and leads a coalition of county-wide partnerships across public and private entities that ensure homeless families are fully supported and connected to housing and services within their respective communities.

Do you have a passion for helping families at-risk or experiencing homelessness get the resources they need at lightning speed?

If so, your passions align with the Charitable Ventures mission and the purpose of the Family Solutions Collaborative!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Assist in collaboration with partner agencies on the housing barriers of the most vulnerable households to determine needed services and housing support?
- Assist in connecting and advocating for the appropriate resources for families experiencing homelessness?
• Provide customized support and technical assistance to each Access Point working with highly vulnerable households?
• Support the critical work of the social sector?
• Work with like-minded people?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures and the Family Solutions Collaborative! And we would love to explore it with you.

Job Summary

The Family System Specialist is responsible for supporting the goals and mission of the Family Solutions Collaborative by facilitating access to homeless services for families experiencing homelessness in Orange County. The Family System Specialist will promote the collaborative’s efforts by maintaining best practices, supporting designated Access Points, and promoting relationships with community partners. The Family System Specialist will ensure clients receive the highest level of care across each Access Point through oversight of data quality and training. The Family System Specialist will collaborate and provide support to the Family Service Navigators at their designated Access Points working with highly vulnerable families to ensure accessibility to the system.

What are the desired qualifications?

Education:

• Bachelor’s degree in Social Work, Human Services or similar field of study.

Experience:

• 3+ years’ experience working with unhoused families and knowledge of social service providers in Orange County.

Core Competencies and Characteristics:

• Ability to quickly gather and analyze information skillfully; problem-solve and develop alternative solutions
• Works well in group problem solving situations; uses reason even when dealing with emotional topics
• Intermediate to advanced HMIS (Homeless Management Information System), and MS Excel capabilities
• Keep appropriate records and complete all forms in a confidential and professional manner
• Excellent communication skills, both written and verbal
• Bilingual preferred
• Maintain valid California Driver License and State-mandated Auto Insurance
• High level of professionalism and discretion is required
Compensation

- Commensurate with experience, education, and market the hourly range for this position is $27 - $30

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship, and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

The Family Solutions Collaborative is a project of Charitable Ventures.

**Applications:** Please send cover letter and resume to cbuck@oc-fsc.org

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities’ assets and potential.