

**STARRY, INC.**  
Position Description  
**FATHERHOOD SUPPORT SPECIALIST**

**POSITION ASSIGNMENT**

Position Title: Fatherhood Support Specialist  
Company: STARRY  
Status: Exempt, Full-Time  
Reports to: Team Supervisor

**STARRY Vision:** We envision a Texas where every child has a healthy, forever family.

**STARRY Mission:** We nurture children, strengthen families, and restore hope through counseling, fatherhood and family preservation services.

**STARRY Core Values**

<b>S</b> Service	World-class service is our passion.
<b>T</b> Together	We are stronger together.
<b>A</b> Access	Everyone is welcome here.
<b>R</b> Responsibility	Shared ownership produces successful outcomes
<b>R</b> Relationships	Healing happens when people feel safe, secure and loved.
<b>Y</b> You	Our clients, community, stakeholders and staff are our priority.

**POSITION SUMMARY**

The Fatherhood Support Specialist works with families in the community meeting Fatherhood EFFECT eligibility: (1) father or a male caregiver with a youth between the ages of 0-17, (2) living in McLennan or Bell counties, (3) having at least one priority characteristic, (4) may include system-involved fathers, with preference given to fathers in the re-entry process, (5) focused on those who have not been recently involved with CPS, but clients with a previous history of CPS services are eligible to be served.

**KEY RESPONSIBILITIES**

**SKILL BASED COMPETENCIES**

**Provide leadership for the following:**

- Read and respond to office and agency emails and reports (all correspondence)
- Attend meetings (within & outside the agency)
- Travel to satellite locations, as needed
- Maintain accurate mileage records
- Complete monthly statistical sheets with outcome measures
- Computer skills to organize materials, narratives, correspondence, etc.
- Obtain initial psychosocial assessment information and incorporate into client's plan of service
- Meet metrics of 38% of work time as face-to-face, billable hours (unless otherwise specified by supervisor due to travel to remote areas or other office obligations)
- Maintain a caseload of clients receiving weekly and/or biweekly services (as assigned by supervisor)
- Generate a monthly individualized plan of service for each client

- Complete accurate case notes within 48 hours of providing service to clients
- Serve as a resource to the client and his family to achieve plan of service goals
- Complete all required trainings, including but not limited to HIPAA, Crisis Intervention, Cultural Humility, Fatherhood Engagement, Reporting Child Abuse, Mental Health First Aid, TBRI and other Evidence-Based Curriculums
- Inform community of STARRY Program (Public speaking engagements, educational presentations, outreach events)
- Maintain documentation for standards and contract compliance (progress notes for each substantial client contact)
- Maintain confidentiality of clients
- Work at minimum, two evenings or Saturdays per week in order to meet the needs of working clients
- Utilize approved evidence-based and promising practices
- Provide in-person crisis intervention services as needed
- Provide group, individual and family sessions for fathers and their families
- Advocate for fathers and families within schools, doctor's offices, higher education institutions, prisons, workplaces, and other places where fathers need support
- Conduct groups and cafes within the contract guidelines
- Utilize healthy coping skills to reduce secondary trauma
- Use ethical decision-making and seek guidance and supervision, as needed
- Reach underserved populations and utilize recruitment and retention strategies

## **KEY REQUIREMENTS**

### **QUALIFICATIONS**

- Education: Bachelor's degree in social work or related field.
- Experience: One-year experience in related area.
- Other: Reliable transportation
- Approved criminal background report. Able to satisfy all applicable DFPS standard requirements
- Good problem solving and decision-making skills
- Exhibits excellent organizational skills, sound judgment, and confidentiality as well as effective communication abilities in dealing with both staff and the public.
- Works independently, displaying creativity and initiative in everyday duties, and submits ideas and suggestions to enhance overall operations and the position itself.
- Provides leadership and works in partnership with other team members and key staff.
- Demonstrates effective collaboration across the STARRY programs. Utilizes at all times teamwork and coalition building. Works cooperatively with all personnel and those of related corporations, Trustees, donors, contracting agencies, all stakeholders, and the general public.
- Able to listen and verbally communicate with clients
- Capable of maintaining a flexible work schedule
- Must be self-motivated with good organization and time management skills
- Commitment to Trauma-Informed Care
- Must possess good written, verbal, social media, and electronic communication skills
- Able to organize, file, and retrieve information
- Flexible and adaptable, able to make changes as needed to meet expectations
- Very strong attention to detail

- Strong commitment to the mission and vision of STARRY
- Able to operate office machines (e.g. copy, telephone, transcriber, fax)
- Must be computer literate with ability to maintain records electronically
- Must be self-motivated with good organizational and time management skills

### **PHYSICAL REQUIREMENTS**

- Ability to travel regularly
- Normal office work

### **WORKS COOPERATIVELY WITH:**

(1) Client Services Specialists; (2) Team Supervisors; (3) Program Staff; (4) Administrative Assistants

### **ACCOUNTABILITIES**

- Reports to the STARRY Team Supervisor

*I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Fatherhood Support Specialist for STARRY and can perform the essential functions required. I have received a copy for my records.*

Received by: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name