



**Job Announcement**

*Hiring is currently in progress.*

**Foothill Family Service is growing!! Come help us serve more families.**

Foothill Family Service is dedicated to making a positive difference in clients' lives. We strive for excellence and provide a positive, stimulating work environment for our diverse, enthusiastic and talented staff. Staff members are valued as individuals, are encouraged to grow and develop their skills and are supported by their supervisors and their peers. We support innovation and an entrepreneurial spirit in our approach to achieving our mission. We embrace high quality professional work, ethical standards and a sense of responsibility from all staff. We encourage a team approach, flexibility and a commitment to getting the job done. Our warm, friendly environment encourages a sense of belonging and camaraderie as we support clients in creating positive change in their lives.

**Position: Child Specialist**

**Location: Pasadena, CA**

**Qualifications:**

- BA/BS in a Social Science required and one year of related experience
- **Bilingual – Spanish required**
- Excellent computer skills
- Knowledge of childhood development and community resources
- Knowledge and sensitivity to cultural differences
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Initiative and flexibility
- Extremely detail-oriented; high level of accuracy
- Ability to effectively and successfully interact with individuals from diverse socio-economic/ethnic groups
- Ability to keep information confidential
- Ability to be an excellent representative of the agency to the community

**Please send your resume to:**

Tiffany Thai-Nguyen, Senior Human Resources Generalist  
Foothill Family Service  
2500 E. Foothill Blvd., Suite 300  
Pasadena, CA 91107  
Fax: (626) 564-1651  
E-mail: [careers@foothillfamily.org](mailto:careers@foothillfamily.org)

Foothill Family Service is an Equal Opportunity and Affirmative Action Employer.

The agency offers a full benefits package and provides excellent opportunities for professional growth and development.



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**Foothill Family Service builds brighter futures – empowering children and families in our community to overcome challenges and achieve success in relationships, school and work.**

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**Position: Housing Relocation Specialist**

**Location: West Covina, CA**

**Summary:** Under the Direction of the CalWORKS program Manager, the Housing Relocation Specialist provides housing relocation and stabilization assistance to Foothill Family Service clients and conducts outreach and coordinates housing activities, including searches and negotiations with landlords and/or property managers. Also provides consultation to Agency staff regarding stabilizing their clients housing situations.

**Qualifications:**

- BA/BS in Social Science; one year of related experience
- **Bilingual – Spanish required**
- **Experience working with housing needs assessment, assistance and placement**
- Excellent organizational skills to manage high activity level
- Knowledge and sensitivity to cultural differences
- Excellent written and oral communication skills
- Initiative and flexibility, creativity, and enthusiasm
- Extremely detail-oriented; high level of accuracy
- Ability to effectively and successfully interact with individuals from diverse socio-economic/ethnic groups
- Ability to keep information confidential
- Excellent interpersonal skills
- Ability to be an excellent representative of the agency to the community

**Please send your resume to:** Elizabeth Castaneda, Human Resources Generalist  
Foothill Family Service  
2500 E. Foothill Blvd., Suite 300  
Pasadena, CA 91107  
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*Service*

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The agency provides weekly one hour individual and two hours group supervision. All licensed therapists or those seeking hours towards licensure are welcome to apply.

**Position: Wraparound Parent Partner**

**Location: El Monte, CA**

**Summary:** The Parent Partner ensures that the family's voice is heard throughout the Wraparound Process, serving as an advocate for the families in their interactions with organizations and departments at the community and county levels. As a member of the Wraparound program team, the Parent Partner participates in orientation and serves as a liaison for family involvement. The Parent Partner must be a primary care giver for a child who has received services from either DCFS, Probation, DMH or Regional Center, and no longer has an active case with the Department of Probation or DCFS.

### **Qualifications:**

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience
- **Bilingual – Spanish required**
- **Must be a primary care giver for a child who has received services from either DCFS, Probation, DMH, or Regional Center, and no longer has an active case with the Department of Probation or DCFS**
- Ability to read and comprehend simple instructions, short correspondence and memos
- Ability to write simple correspondence
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Detail oriented; high level of accuracy
- Ability to conceptualize
- Organized; ability to manage several tasks simultaneously
- Good oral and written communication skills
- Ability to be flexible and take initiative

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