



Housing Authority of the City of Columbia, Missouri

CHALIS – CHA Low-Income Services, Inc.

201 Switzler Street, Columbia MO 65203

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Family Support Specialist

Reports to: Director of Resident Services

Salary Range: \$18.00 - \$26.00 /Hour (\$37,440.00 - \$54,080 Annual)

Hours: The Moving Ahead Program operates Monday through Friday from 1:30 PM to 6:30 PM, with occasional Saturday sessions. The Annie Fisher Food Pantry is open Wednesdays from 9:00 AM to 4:00 PM, with food pickups scheduled for Mondays at 2:00 PM. This position offers flexible hours, provided all responsibilities for both the Moving Ahead Program and the Annie Fisher Food Pantry are fulfilled while maintaining full-time status.

Summary of Position: This full-time, hourly, non-exempt position with benefits is partially grant funded and involves working closely with the youth and families served by the Moving Ahead Afterschool and Summer Program. The role provides a range of support services, including behavioral assistance, mentorship, advocacy, and resource coordination, delivered in various settings such as family homes, offices, schools, and community locations. Additionally, this position is responsible for overseeing the daily operations and management of the Annie Fisher Food Pantry.

Major Duties and Responsibilities: Approximately 75% of this role focuses on providing outreach to Moving Ahead families, working directly with students and their families to encourage positive behaviors, build healthy relationships, promote emotional and social development, and support youth in overcoming challenges at home, school, and in life. The remaining time will be dedicated to managing the daily operations of the Annie Fisher Food Pantry.

- Work with families to identify and document unmet needs
- Work with community to address and resolve barriers to low-income families and children
- Develop tools to measure progress toward goals for students and families
- Plan and implements events that build community among participants and increase access to services.
- Document direct and indirect services provided to families.
- Teach coping strategies, conflict resolution, and social-emotional skills to students
- Educate caregivers, teachers, and program staff on effective behavior management techniques.
- Receive all commodities from the Food Bank and the “Retail Rescue” businesses (currently Target) and document the weight of all donated food for reporting.
- As opportunities arise, receive commodities from local churches, organizations, or other donating entities.
- Ensure proper procedures for transporting, receiving, stocking, and storing food items and attend food safety training as applicable.
- Ensure that all items are stocked, well-presented and the Food Pantry is clean prior to opening to the public:

- This includes the breakdown of cardboard boxes for recycling, trash removal, sweeping and sanitizing the Pantry floor and other duties as assigned by the appointed supervisor.
- Train and work with volunteers in assisting with the operation of the Food Pantry.
- When applicable, work with groups, community agencies, and organizations in efforts to improve the offerings of our Food Pantry program.
- Perform other duties associated with the orderly operation of the Food Pantry and Moving Ahead as assigned by the appointed supervisor.

Education and Experience:

- Bachelor's Degree in social work, counseling, psychology, or related field required. Licensing and related experience preferred.
- Must be comfortable providing community and home-based services to families.
- Must possess excellent, demonstrable written and verbal communication skills.
- Must be proficient in computer skills.
- Must have experience working with diverse populations including families and children.
- Must possess a positive attitude and a willingness to work as part of a team.
- Exhibit a professional demeanor and excellent interpersonal and communication skills in working with a diverse population.
- Standing, walking, pushing, bending, kneeling and the ability to reach above the shoulder.
- Lifting up to 50 pounds.
- Willing to work evening hours when applicable.

Special Requirements:

- Must be bondable and insurable.
- Must have a valid Missouri driver license, prefer Class E or higher.
- Must be able to work evenings and weekends as required
- Must be able to pass a pre-employment drug screen
- Must be able to pass a pre-employment background check

I have read and understand the Youth Support Specialist/Food Distribution Coordinator job description.

Employee Signature

Date

