

Dunebrook Inc. Job Description

Job Title: Healthy Families - Family Support Specialist
Reports To: Healthy Families Supervisor

FLSA Status: Exempt
Prepared By: Kris Pate
Prepared Date: 02/22/03
Revised By: Brandi Lewis
Revised Date: 04/29/15
Approved By: Gail Johnson
Approved Date: 04/30/15

Summary

The Healthy Families- Family Support Specialist (HF-FSS) optimizes the family home environment for the physical and mental well-being of children who are at risk for abuse/neglect. The HF-FSS works in the families' homes to improve the quality of parenting by providing support, connecting parents to available resources to strengthen the parent-child relationship by improving parenting and independent living skills

Essential Duties and Responsibilities include the following. Other duties may be assigned.

CASE MANAGEMENT

Adheres to the Healthy Families America Critical Elements and Healthy Families Indiana State Policies and Procedures;

Establish an Family Goal Plan (FGP) to use as a guide for service for each family that includes goals, objectives, and activities; assist family to meet goals;

Teach parenting skills and model nurturing behaviors during home visits using program approved curricula;

Inputs computer data and generates reports in a consistent, accurate and timely manner.

SUPPORT SERVICES

Establish a trusting relationship with at-risk families by initiating and maintaining regular contact;

Assist parents in scheduling and planning transportation to appointments for doctors, social service agencies, etc.; act as a liaison between families and other community agencies as needed;

Identify community resources to reinforce independent living and parenting skills; educate the parents about the resources and facilitate the referral process;

Maintains confidentiality of program participants.

GROWTH & DEVELOPMENT

Meets with supervisor on a weekly basis to evaluate client status and service to families;

Attends regular Staff (Dunebrook Staff and Healthy Families Team) meetings, supervisions, in-service trainings, and other meetings/trainings as required;

Participates in community education fairs and work-related group responsibilities.

Education and/or Experience

Bachelor's degree (B.A.) in human services (social work, psychology, sociology, family counseling, early childhood, or nursing) from four-year college or university preferred;

High school or equivalent diploma required;

Experience raising/working with young children ages 0-5.

Knowledge, Skills and Abilities

Outstanding interpersonal skills, resilient, patient, non-judgmental;

Working knowledge of parent-child interaction and child development materials;

Understand the dynamics of child abuse and neglect and can demonstrate the foundational skills necessary to apply this knowledge;

The ability to offer support and encouragement;

Motivated to learn new skills;

Strong analytical and assessment skills;

Awareness and sensitive to cultural differences;

Excellent verbal, listening and written communication skills;

Proficient in Microsoft Office programs, including Word, Access and navigating the Internet; and ability to learn the FamilyWise Online Web Application (FamilyWise).

Physical Demands and Working Conditions

Viewing computer terminal, perceiving and transcribing data with accuracy and keyboarding fill much of the day in an office environment;

Communication with telephone callers and associates requires an ability to express oneself as well as perceive and exchange ideas;

The employee is exposed to environmental conditions including noise levels that cause the worker to shout in order to be heard; home conditions may not be clean resulting in odors and insects; home conditions may be close quarters with inadequate seating requiring the employee to kneel, crouch or stand for long periods of time;

The employee may be required to ascend and descend stairs or ladders, balance on unstable surfaces while working in client homes. Work may include walking long distances, and exerting force up to 25 pounds to lift and move objects;

Must be available to attend required training;

Ability to travel as required, must have a valid driver license and dependable transportation;

Works a flexible schedule to meet the needs of families' schedules;

Dunebrook Inc. is an equal opportunity employer and does not discriminate in the recruitment, selection, employment, training, promotion, or transfer of qualified personnel, or in the administration of personnel practices based upon age, sex, race, ethnicity, nationality, disability, or religion.

The job description focuses on the essential functions of the position. Other duties may be assigned from time to time. To perform this job successfully, an individual must be able to

perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees are required to pass a criminal background check on an annual basis and provide assurance of current driver's license and auto insurance.

I have reviewed this job description with my supervisor. By signing below, the employee acknowledges that they are aware of the scope, responsibilities and requirements of this position.

Employee's Signature: _____ Date:

Supervisor's Signature: _____ Date:

Program Manager's Signature: _____ Date:

Executive Director Signature: _____ Date:
