



Job Description

Job Title: Family Support Worker

Revised Date: February 1, 2010

Department: Opening Doors

Reports To: Healthy Start Supervisor

Exempt Non-Exempt

Criminal Registry Required

FTE%: 100%

Work Schedule: _____

Regular Full Time

Regular Half Time

Part Time

Casual/Intermittent

Note: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

POSITION SUMMARY:

Promote the healthy development of new families by offering intensive home visiting support to first-time parents. Responsibilities include client visits and consulting for the purpose of enhancing parenting skills and promoting positive child development. Work with clients to meet needs by providing comprehensive parenting education, set goals and establish linkages to social and healthcare services. Requires the ability to work with a diverse population, including pregnant women, to achieve positive outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide parent education, home visitation and family support services to first time parents beginning in the pre-natal period and frequently extending through preschool years.
- Develop and implement a Family Support Plan with each family that is participating in intensive services.
- Implement and administer specified parenting curriculum with families in program.
- Assist families in accessing needed community resources.
- Maintain real-time, accurate, complete and confidential records that reflect assessment, services and outcomes. Submit reports as appropriate.
- Attend training sessions and regular meetings related to Healthy Start collaborations.
- Participate in Community Action and partnership trainings and meetings as requested.
- Perform any other duties as assigned by management.

QUALIFICATIONS:**Required:**

- Combined education and/or experience equivalent to a Bachelor's degree in health, social service, child development, child and family studies, or related field.
- 1+ year(s) of related clinical experience, including delivery of parent training, home visitation, and/or child development and case planning.
- Bilingual (English/Spanish)
- Intermediate computer literacy in MS Word, Excel, Outlook software programs.
- Ability to develop and maintain accurate records.
- Ability to adhere to Agency confidentiality policies with high degree of integrity.
- Excellent verbal and written communication skills.
- Ability to work effectively and collaboratively in a diverse work environment.
- Ability to work independently and produce quality work products under tight timelines.
- Strong organizational skills and ability to manage multiple tasks of competing priority with accuracy.
- Requires excellent listening skills with ability to develop positive relationships with families.
- Dependable personal transportation with proof of auto insurance.

Preferred:

- 3+ years of related clinical experience, including delivery of parent training, home visitation, and/or child development and case planning.
- Knowledge of Washington County social services and healthcare resources

POSITIONS SUPERVISED:

None

WORKING CONDITIONS:

- An offer of employment for this position is contingent upon the results of a background information record check. Applicants who have been convicted of certain offenses or who refuse to consent to such background checks will not be hired for this position.
- Work is usually performed in an office environment and in client homes.
- Frequent exposure to video terminal and keyboarding.
- Daily driving in local traffic conditions.
- In normal work day, may stand/walk 3 hrs/day, may sit 5 hrs/day, may drive 1-2 hrs/day, may use hands for repetitive grasping, pushing and pulling, fine manipulation 3 hrs/day; may use hands at or above shoulder for 0.5 hrs/day.
- In normal work day may bend, squat, and climb occasionally.
- Work is light in nature, lifting maximum of 20 lbs. with frequent lifting and/or carrying of objects weighing up to 10 lbs. May require walking or standing to a significant degree, or sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.