



FIRST 5 FIRST STEPS FAMILY SUPPORT WORKER

DEPARTMENT: INS
REPORTS TO: Program Coordinator
CLASSIFICATION: Non-Exempt

OF HOURS: Full-Time, 40 hrs
PAYRATE: D.O.E.

POSITION PROFILE:

The Family Support Worker is responsible for providing regular, long-term, primarily in-home support with families for the First 5 First Steps Program in the Central/North Central Region. Duties include: conducting assessments, implementing in-home parent education activities, facilitating group parent meetings, and maintaining case records.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Provide family-centered, strength-based interventions directed at establishing a trusting relationship with the family and strengthening the parent-child attachment
- Conduct assessments with parents (prenatally or after the birth of their child) to determine eligibility for home visitation services
- Assist families in establishing goals and a plan for accomplishing those goals
- Assess the growth and development of children and provide supports and referrals as needed
- Maintain accurate case notes and other required program documentation in a timely manner
- Perform outreach activities in the community
- Plan and carry out group parent meetings on topics relevant to parents' needs and interests
- Implement Healthy Families America and Parents as Teachers evidence-based models with fidelity
- Perform home visits with clients with flexibility and attention to client's schedule, which may include evenings and weekends
- Remain culturally sensitive and respectful in all client, staff and community interactions
- Participate in meetings, trainings and professional development activities as required
- Maintain confidentiality, discretion and sound, independent judgment
- Participate in weekly, intensive, reflective supervision with Family Support Supervisor for professional growth and support
- Communicate positive and negative feedback from clients and community through Program Coordinator to senior management
- Keep informed about the agency, its programs and services
- Accurately represent the agency and maintain positive working relationships with agency staff/coworkers, community partners, clients, and funders
- Other tasks as assigned by the Program Coordinator



FIRST 5 FIRST STEPS

FAMILY SUPPORT WORKER

QUALIFICATIONS (Education, Experience and Certifications):

- High School diploma or equivalent required
- Bachelor's Degree in Child Development, Human Services, Social Work or related field preferred
- Experience working with families with multiple needs
- Computer skills including MS Word, Excel, Outlook and data entry
- Competency and experience in working with people from a wide variety of cultures and backgrounds
- Experience working with teens, military families and/or immigrants and refugees desirable
- Access to reliable transportation and willingness to use for job-related tasks

KNOWLEDGE, SKILLS AND ABILITIES:

- Bilingual English and Spanish is preferred
- Ability to establish rapport and develop trusting relationships
- Capacity to write accurate case notes
- Knowledge of infant and child development
- Familiarity with community resources for infants, children and families
- Ability to maintain boundaries between personal and professional life

WORKING CONDITIONS:

ENVIRONMENT: Office setting. Job could include minimum to high intensity noise level.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination).

MENTAL: Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.