

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.
JOB DESCRIPTION**

DATE ESTABLISHED: 03/13/01
DATE AMENDED: 06/03/07

TITLE OF POSITION: Family Support Worker

POSITION NUMBER: 22-07

PROGRAM: Bay County Children's Services

COMPONENT: Healthy Families

MINIMUM TRAINING, CREDENTIALS AND EXPERIENCE REQUIREMENTS: Minimum of a high school diploma or equivalent. Experience working with young children and their families. Forty (40) hours of agency training relevant to: Healthy Families project goals, services, policies and operating procedures; relationships with other community resources; child abuse/neglect indicators and reporting requirements; history and philosophy of home visiting; universal precautions for violence; client rights; confidentiality; client grievance; incident reporting; cultural competency; HIV/AIDS information; infection control; safety; community resources. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572. Successful completion of State sponsored Healthy Families core training.

SUPERVISOR: Healthy Families Program Supervisor

POSITIONS SUPERVISED: None

SALARY MINIMUM: \$18,000.00 entry with \$1,000 increase upon performance that meets all outcomes measures for one quarter
\$2,321.00 differential for bilingualism as authorized by program director
\$2,321.00 differential for Gulf County position

WAGE AND HOUR STATUS: Non-exempt

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:¹

ESSENTIAL FUNCTIONS:

1. Participate in Family Support planning and reviews.
2. Perform away-from-Center intervention activities that:
 - identify unmet needs and link with community resources

¹ Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

- strengthen parent/child relationships
 - optimize the home environment
 - strengthen family problem solving activities and self-advocacy skills
 - monitor the normal growth and development of the target child.
3. Coordinate client services with other internal providers.
 4. Review hospital and clinic records.
 5. Perform family assessment to determine program edibility.
 6. Staff referrals with program staff.
 7. Make referrals to community-based agencies for non-eligible referrals.
 8. Perform client related documentation in accordance with program and Center policies and procedures and contract provisions as applicable.
 9. Perform data collection as specified by contract.
 10. Initiate and participate in activities for staff, program and Center development.

OTHER ESSENTIAL FUNCTIONS:

1. Travel between multiple work sites.
2. Obtain and forward for data entry all information necessary for case openings. Maintain client service delivery schedule.

Copy received by:

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