

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 7/7/2017 **Department:** Human Services
Family Assessment Worker -
Title/(Status)/Job Code: Healthy Families / (N-Grant Funded) **Reports To:** Family Support Worker/Family
(1013) Assessment Worker Supervisor
Pay Grade/Salary Range: PG – 106 \$27,549.95 -\$42,702.43 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A skilled position requiring cultural sensitivity responsible for reviewing, in cooperation with Healthy Start, all referrals of prospective program participants to determine eligibility for Healthy Families.

ESSENTIAL JOB FUNCTIONS:

- Conducts psycho-social needs screenings and assessments through one-to-one interviews with all appropriate families during the prenatal or postpartum period.
- Meets with individuals or families in a variety of locations including but not limited to private homes, hospitals, clinics, and community agencies.
- Documents interviews thoroughly on appropriate forms.
- Determines eligibility for program based on assessment information.
- Meets with supervisor regularly to review assessment information and appropriateness of referral for services of Healthy Families. (Final determination is made by the supervisor based on availability of staff and need for services.)
- Complete, as required, Healthy Start screenings and reviews for program eligibility.
- Advocates, as required, for participants and potential participants by linking and/or referring families to appropriate community resources.
- Plans and provides, as required and with the supervisor's approval, short-term direct assistance.
- Provides bonding facilitation if possible.
- Maintains in a detailed and timely manner all required statistical information and paperwork.
- Collaborates with the supervisor and community partners to maintain an effective referral base.
- Participates in team activities as required.
- Attends required meetings, required in-services, conferences, etc.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Performs other duties as required.

This is a **DISASTER ESSENTIAL** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of infant and child development and the dynamics of child abuse and neglect.
- Proper universal precautions and infection disease control techniques per policy.
- Ability to demonstrate knowledge of and use proper channels of communication and establish trusting relationships and accept individual differences.
- Use good judgment and make independent decisions with clear and professional boundaries.
- Learn and follow department policies and procedures.
- Follow proper universal precautions and infection control techniques per policy.
- Maintain and demonstrate current knowledge and operational techniques on all pieces of equipment used by the position.
- Use assessment tools.
- Become familiar with community resources and use them to meet particular needs.
- Conduct satisfactory interviews and document assessment; demonstrate good interpersonal skills.
- Relate to participants in a nonjudgmental manner while maintaining cultural sensitivity.
- Display a positive guest relations attitude.
- Deal tactfully with participants, co-workers, community agencies and the general public.
- Work harmoniously within Healthy Families Highlands and with professional and non-professional employees within and outside the organization.
- Work well as part of a team and function independently when needed.
- Read, write and speak the English Language in an understandable manner.
- Work a flexible schedule to meet the needs of program participants.
- Demonstrates a willingness to work with culturally diverse populations that are among the target population.
- Bilingual (Spanish-English) skills a plus.

ESSENTIAL PHYSICAL SKILLS:

- Use both hands with dexterity;
- Communicate orally
- See and hear (or use prosthetics enabling those senses to function adequately so that the requirements of the position can be met)
- Lift, move, or maneuver equipment and/or supplies weighing up to thirty (30) pounds
- Sit at a work station for continuous periods of up to four hours
- Operate a motor vehicle for up to four hours continuously.

ENVIRONMENTAL CONDITIONS:

Continuous indoor work in an office environment or client setting. Must be willing to work beyond normal hours and on weekends as necessary and be available to staff on a 24-hour basis. May be exposed to safety hazards, contaminants, and participants with infectious diseases.

SPECIAL REQUIREMENTS:

- Applicant is required to complete a Level 2 background screening and be fingerprinted prior to employment.

- Applicant also must sign the *Healthy Families Florida Standards of Confidentiality and Information Sharing Form*, the *Affidavit of Understanding*, *The Department of Children and Families (DCF) Security Agreement* and the *Affidavit of Good Moral Character* form.
- Must be willing and able to work a flexible schedule to accommodate the needs of the program participants.
- *Any Healthy Families staff personally involved in a Department of Children and Families investigation is required to notify their direct supervisor. Due to the nature of the work done by Healthy Families, this type of incident and/or failure to report such an incident may put the program in a position of public disrepute and therefore result in disciplinary action for the employee.*

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** Graduate of an accredited four (4) year college/university with major course work in a Human Services related field;

or an Associate of Art degree with major course work in a Human Services related field plus two (2) years experience working with families;

or certification as a Child Development Associate (CDA) plus three (3) years experience working with families;

or graduate of an accredited high school (or possess an acceptable equivalency diploma) plus four (4) years experience working in a home visiting program.

 Bilingual (Spanish-English) skills a plus.
1. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid driver license and be able to secure a valid Florida driver license at the time of employment.