

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: 12/15/2017 **Department:** Healthy Families (5229)
Title/(Status)/Job Code: Family Support Worker (1014) **Reports To:** Family Support Worker
Supervisor
Pay Grade/Salary Range: PG - 103 \$22,488.97 -\$34,857.90 **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:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- 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.
- Follows consistently county and Healthy Families Highlands and Healthy Families Florida policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of infant and child development and the dynamics of child abuse and neglect
- Knowledge of proper universal precautions and infection disease control techniques per policy
- Ability to demonstrate knowledge of and use proper channels of communication
- Ability to establish trusting relationships and accept individual differences
- Ability to use good judgment and make independent decisions with clear and professional boundaries
- Ability to learn and follow department policies and procedures
- Ability to maintain and demonstrate current knowledge and operational techniques on all pieces of equipment used by the position
- Ability to conduct satisfactory interviews and document assessment
- Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
- Write and speak the English Language in an understandable manner
- Bilingual (Spanish-English)

PHYSICAL SKILLS:

The individual in this position must be able to remain in a stationary position for 50% of the time. Must be able to inspect and assess daily email and postal mail correspondence. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. The individual in this position frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Rarely moves material and office equipment weighing up to 25lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to (4) hours continuously or intermittently. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. May be exposed to safety hazards, contaminants, and participants with infectious diseases.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Graduate of an accredited high school or possess an acceptable equivalency diploma. Four (4) years working in a home visiting program. Bilingual (Spanish-English) required.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid driver license and can secure a valid Florida driver license at the time of employment. Must have the ability to provide transportation for self on a daily basis to complete home visits with participants. Must provide proof of valid insurance with the minimum coverage required by Florida law.

2. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.