

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 providing education and support to families with young children identified to be at risk for child abuse and neglect.

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.

- Assists in strengthening the parent-child relationship through improving parenting skills and by modeling appropriate activities during home visits.
- Works with individual participants and groups.
- Establishes a trusting relationship with at risk families by initiating and maintaining appropriate participant contact.
- Establishes a family support plan with goals, objectives, and activities with the supervisor, and follows through with implementation.
- Assists parents in making and attending appointments for doctors, social service agencies, etc.
- Maintains home visitation schedule with families according to level status.
- Completes required assessments (ASQs developmental tool, Home Safety Checklist, Edinburgh, HFPI) timely.
- Ensures that family is linked to a medical provider; provides information on the importance of timely immunization and well-child care; and document dates of immunizations and well-child check-ups.
- Acts as a liaison between families and other community agencies.
- Documents services provided, family assessment and participant responses clearly, accurately, and timely (within 2 working days) in participant file.
- Familiarizes self with community resources appropriate to needs of the families.
- Attends regular staff meetings, multi-disciplinary staffing, in-service training, and other meetings as required.
- Maintains confidentiality of participant information and respects diverse cultural differences of families within communities.
- Meets with Supervisor on weekly basis for case management and review of all families on caseload.
- Completes initial training required by Healthy Families Florida; completes a minimum of 20 hours per year of training thereafter.
- Responds productively to change and performs all other related tasks as directed.
- 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.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of infant and child development.
- Experience in successfully working with children (0 to 5 years of age) and their families.
 - Experience and willingness to work with culturally diverse populations.
 - Ability to use good judgment and make independent decisions with clear and professional boundaries.
 - Ability to work independently, meet deadlines, possess good time management skills and utilize initiative.
 - Ability to read, write and speak the English language in an understandable manner.
 - Ability to maintain effective working relationships with co-workers, managers, supervisors, directors, elected officials, vendors, and the general public.
 - Good writing, organizational and computer skills.
 - Write and speak the English Language in an understandable manner.
 - Bilingual (Spanish-English) a plus.

PHYSICAL SKILLS:

The person 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 and have some experience working with infants or young children.

2. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:**

Must possess and maintain valid Florida driver license. 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.

3. **OTHER JOB RELATED REQUIREMENTS:**

Disaster Essential. Applicant must also sign the Healthy Families Florida Standard 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