

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Family Support Worker III	
<b>TITLE CODE:</b> 2222	<b>SERIES:</b> Medical Services Support
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID)</b> \$15.17-\$18.86 <b>GRADE:</b> 12 <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Program Coordinator/Supervisor, LHD Director or assigned staff	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.**

Responsible for initiating and maintaining support to HANDS parents at a fully proficient level. Displays an extensive knowledge base and ability to enhance parenting skill development while building on the existing strengths of the family. Empowers families to make their own decisions while remaining non-judgmental, flexible and respecting the values of participating families. The responsibilities include home visitations that may take place in the client's home or community site, that include (a) monitoring of the child's, mother's and family's progress by making referrals to community resources, tracking appointments, performing follow-up services as identified and performing periodic evaluations of the participants' changing needs, (b) maintenance of case records with contacts, services needed, reports and progress, (c) consultations and (d) crisis assistance. Works independently while consistently meeting productivity goals. Positively mentors staff members and serves as team leader.

**MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.**

**EDUCATION:** High School Diploma or GED.

**EXPERIENCE:** Three (3) years of experience as a Family Support Worker

**SUBSTITUTION CLAUSE:** None

**EDUCATION:** None

**EXPERIENCE:** None

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must be 18 years of age, must have telephone accessibility, must have reliable transportation and valid driver's license. Must be willing to work beyond normal health department hours when necessary to serve families who work or attend school.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Complete ten (10) hours of annual wrap-around training requirements (per HANDS training requirements)

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.**

Under the program's policies and procedures, conduct initial home visit following Parent Visitor assessment with families to establish rapport and service plan. Provide regularly scheduled home visits with program participants. Demonstrate increasing ability to engage program participants in consistently receiving services. Demonstrate an increased level of skill development while consistently utilizing the program-designated curriculum during home visits, interactively engaging parents through the use of activities and demonstrations. Demonstrate a proficiency at utilizing communication strategies to advocate for the nurturing parent-child interaction environment and develop positive parenting skills. Demonstrate increased knowledge of community resources in order to assist families in securing of prenatal/child health services, referrals and appointments with other supportive agencies. Provide follow-up and documentation for all referrals. Maintain thorough, accurate, and timely documentation of each home visit. Collect data through completion of program forms for program evaluation. Facilitate developmental assessments of the target child as well as screening for depression and domestic violence for caregiver, providing appropriate referrals as indicated. Participate in weekly supervision with licensed supervisor. Consistently meet weekly home visit expectation with a full caseload based on weighted caseload. Assist in training, orientation and mentoring of Family Support Worker I and II. Assist with fulfillment of program responsibilities, such as organization of materials, and supplies needed to carry out home visitation, planning and/or leading of group events and team meetings, and representing the HANDS team at local public relations events.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.**

Work primarily is spent in home and community settings, which may include exposure to smoke and/or pets. Work often requires sitting in the floor to facilitate curriculum activities and parent child interaction. Use of personal vehicle may be required while performing home visits.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 08-05-14

**DATE OF LAST REVISION:** 10/3/2022

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.