

## Children's Friend and Service

### Job Description

Job Grade: 13

**Title:** Project Connect Worker

**Reports To:** Project Connect Supervisor

**Qualifications:** Master's Degree in Social Work or related field or Bachelors degree with extensive experience with at-risk families, substance abuse, and service coordination. Must have a valid driver's license, automobile and auto liability insurance.

#### Duties

1. Receive referred cases from supervisor, Reviewing case material and consulting with DCYF, family and other involved parties. Conduct a thorough assessment of each family, complete all appropriate intake forms and evaluation instruments within program time limits.
2. Develop a Family Service plan in collaboration with family members, DCYF worker and other relevant service providers as well as Project Connect team members. Provide copies of the signed plan the family and DCYF.
3. Implement the plan through the provision of home-based services, including individual and family counseling, parent training, and linkage with schools and community agencies in collaboration with Project Connect team.
4. Provide assessment of family members' substance abuse problems, and provide linkage of substance abusing family members to formal substance abuse treatment programs. Work with family on implementing an active recovery plan.
5. Maintain contact and communication with DCYF workers, substance abuse and mental health treatment providers as well as other community based supports. Coordinate 90-day/or as needed case conferences to include parents, DCYF workers and other relevant persons.
6. Prepare progress reports for client's court dates, make court appearances, and provide court advocacy.
7. Prepare a termination summary on all cases, which are terminated from the Project. Provide copies of this summary to DCYF and other relevant providers.
8. Maintain client records and complete all necessary documentation within established program time frames.
9. Constructively utilize formal and peer supervision to evaluate and improve effectiveness in providing services to clients. This includes active participation in supervision, team meetings and agency meetings.
10. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend's core training program).
11. Assist in publicizing agency programs and educating others about the agency and its services.
12. Contribute to the overall success and quality of the program by working constructively and collaboratively with other staff members to address programmatic and agency-wide issues and needs.
13. Interact effectively and respectfully with others and particularly with individuals whose backgrounds and life experiences are different from one's own.
14. Maintain state licensure at the highest possible level given degree and experience.
15. Provide groups, workshops and trainings as assigned by the Project Connect Manager.

16. Other duties as assigned.

I have read and understand the above list of duties pertaining to my position. I agree to adhere to the policies and procedures of Children's Friend and Service.

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Signature

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Date