

Children's Friend

JOB DESCRIPTION

Job Grade: 8

Title: Bilingual Family Support Worker

Reports To: Healthy Families America Supervisor

Qualifications:

Bachelor's Degree in Social Work or Child Development or a degree in a field the agency considers to be equivalent and relevant experience. Must be fluent in English-Spanish. Must have a valid driver's license, automobile insurance with appropriate limits and liability coverage and a reliable automobile to be used for work related tasks. Must provide documentation showing proof of all medical clearance and immunization requirements.

Work Allocation: 100% Healthy Families America

DUTIES

1. Provides a range of culturally competent home-based services on a weekly basis for all families participating in the program including: parenting education; developmental milestones; health and nutrition education; home management skills; crisis intervention; and, social services linkage, all in partnership with the client.
2. Assists in strengthening the parent child relationship.
3. Assists parents in improving their skills in order to optimize the home environment.
4. Assists families in establishing goals and plans for attaining these goals.
5. Identifies and refers clients to other support services in the community; assists in making and attending health and human service appointments, including, but not limited to, appointments related to educational and employment goals.
6. Contact referrals in a timely manner and maintain weekly visits to all clients per the program requirements.
7. Completes all assessments and evaluation paperwork within program guideline timelines. Maintains client records and completes all necessary documentation with program timelines.
8. Meets productivity requirements established by the Healthy Families America Program.

9. Ensures program is in compliance with all regulations regarding Home Visits and In-Kind pursuant to Healthy Families America performance standards.
10. Participates in case conferences and collaborates with other service providers working with families.
11. Contributes to the overall success and quality of all programs and services within Children's Friend by working constructively and collaboratively with other staff members to address programmatic or agency wide issues and needs. Participates in agency committees.
12. 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.
13. Develop and maintain ongoing outreach strategies to inform families and the community of agency programs, services, and activities offered through Children's Friend.
14. Pursue ongoing professional development through professional reading and attending relevant workshops and conferences (including Children's Friend core training programs).
15. Other duties as assigned.

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

Employee's Signature

Date