

Buena Vista County Public Health & Home Care Job Description

Job Title: **Family Support Worker or Professional**
Classification: **Non-exempt**
Adopted: 5/4/2010
Revised: 3/28/2022

Approved by: Board of Health

Qualifications:

1. Competency for the job duties can be demonstrated through a combination of education, training, and experience. Therefore, a variety of degrees and work experience make a candidate appropriate for the position. Typical degrees include, at a minimum, associate degree in health, human services, or education; nursing degree with an active license; child development associate credential for home visitation; or a high school diploma with work experience related to infants, young children, and families.
2. Must obtain national certification within one year of hire.
3. Must have a valid driver's license and reliable transportation.
4. Maintain CPR certification.
5. Meet requirements for dependent adult and child abuse education.
6. Follow department requirements for health testing and immunizations.

Reporting Structure:

Administrator

Responsibilities and Functions:

1. Screen families promptly and responsively to identify needs and direct families to appropriate services.
2. Conduct assessments to identify family needs within timeframes established by policy and/or standards.
3. Identify family strengths, challenges, functional status, and social competence and use this information to develop goals and plans that provide the basis for services.
4. Establish respectful and professional relationships with families that facilitate productive service planning and delivery.
5. Develop and maintain a working knowledge of community resources and facilitate/coordinate service delivery to reduce duplication and ensure that families are connected to concrete supports.
6. Link families with health services that promote positive child development and the health and well-being of all family members.

7. Provide parent education and family support using designated curricula and education materials to promote self-sufficiency and self-efficacy, building on family strengths, and addressing individual family needs.
8. Complete documentation of services per program guidelines and funder requirements.
9. Working knowledge of parent-child interaction, child development, health & safety, dynamics of child abuse and neglect, and the ability to apply this knowledge to interactions with families.
10. Attend required meetings and training opportunities throughout the year and provide completion certificates to be maintained in your employee file.
11. Complete certification training modules and obtain national certification within one year of hire.
12. Apply knowledge obtained in training to program practices and services.
13. Maintain caseload per policy considering the intensity of needs, family size, travel, interpretation and translation needs, and family goals.
14. Provide assistance and input for grant proposal applications to maintain or increase funding services.
15. Complete and submit all required reports, including monthly data entry of client information into the state database system, in the timeframes set by the program.
16. Provide community education/outreach to ensure that other support systems are aware of services and referral process.
17. Provide peer support to individuals working with the program in other counties.
18. Other duties as assigned by Administrator(s) or designees.

Skills and Qualifications

1. Accountability- Demonstrate a commitment to achieve individual, team and organizational success.
2. Punctuality- Arrive on time when you are scheduled to work.
3. Integrity- Doing the right thing even when nobody is watching.
4. Initiative to learn agency programs and services.
5. Basic mathematical skills to maintain accuracy in documentation.
6. Learn and use the chain of command in problem solving.
7. Ability to listen and follow instructions.
8. Ability to operate equipment such as telephone, copier, fax and computer.
9. Ability to work independently, prioritize, and complete tasks in accordance with deadlines.
10. Ability to work with clients from various cultures and socioeconomic characteristics.
11. Able to work as part of a team to ensure that the agency functions in an effective and efficient manner.
12. Able to interact and communicate effectively with staff, management, and the public.
13. Act in a professional and non-judgmental manner with staff, management, and the public.
14. Maintain time sensitive and confidential material.

- 15. Project a positive image of the agency to clients, fellow employees, and the community.
- 16. Show responsibility for own job performance and look for opportunities for improvement.
- 17. Ability to set goals and objectives and assess progress towards achievement.
- 18. Ability to be organized and use time wisely.
- 19. Ability to work under stress.

Typical Physical Demands and Environmental Conditions:

See attached description.

Note: This job description in no way states or implies that it includes every duty to be performed by the employee occupying the position. Employee will be required to follow any other job-related duties assigned by the Clinical Manager or Administrator.

Buena Vista County Public Health and Home Care is dedicated to equal employment and advancement opportunities without unlawful regard to race, religion, color, sex, age, national origin, disability, or any other characteristic protected by local, state, or federal law.

I HAVE READ THIS POSITION DESCRIPTION AND HAVE HAD MY QUESTIONS ANSWERED. I UNDERSTAND AND ACCEPT THE DUTIES AND RESPONSIBILITIES RELATED TO THIS JOB.

Employee Signature Date

Administrator Signature Date

Typical Physical Demands and Environmental Conditions: Family STEPS Professional

PHYSICAL DEMANDS	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Sit			X	
Stand			X	
Walk			X	
Bend/Stoop			X	
Squat			X	
Crawl			X	
Climb			X	
Reach Above Shoulder Level			X	
Kneel			X	
Balance			X	
Lift, Carry, Push, Pull				
Maximum 10 Lbs.		X		
Maximum 20 Lbs.		X		
Maximum 50 Lbs.		X		
Maximum Over 50 Lbs.		X		
Must Be Able To				
See				X
Hear				X
Speak				X
Use One Hand				X
Use Both Hands				X

Environmental Conditions	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Involves Being				
Inside				X
Outside		X		
Exposed to Temperatures of				
32°F and less		X		
100°F and more		X		
Wet & Humid Conditions		X		
Noise, Vibration		X		
Fumes, Dust		X		

Hazards, Exposure	RARELY	OCCASIONALLY	FREQUENTLY	CONTINUALLY
Infectious Wastes		X		
Toxic Chemicals		X		
Needles/Body Fluids		X		
Radiation	X			
Chemotherapeutics		X		
Animals/Pets		X		

Rarely = 0% to 15% of the time; **Frequently** = 34% to 66% of the time; **Occasionally** = 16% to 33% of the time; **Continually** = 67% to 100% of the time