

Position Title:

Family Development Specialist

Classification:

Non-Exempt

Salary Grade/Level:

Pay grade 05 – Salary Range **\$21,858 - \$37,385**

Reports to:

F&CS Manager

Board Approval Date:

December 2015

Summary/Objective: The Family Development Specialist reports to the Family & Community Services Manager and is responsible for building nurturing relationships with families to identify barriers to self-sufficiency, works with families and community partners to establish goals for independence from subsidized assistance; facilitates use of resources with and between community partners. Also performs other case management functions to enhance completion of the Family Self-Sufficiency Program.

Essential Functions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Recruits applicants for the Family Self-Sufficiency Program who are most likely to benefit from the program and performs outreach activities to inform the general public about services offered for the National ROMA Goals 1, 2, 3, and 4.

- ◆ Performs outreach activities to inform the general public about services offered.
- ◆ Develop and implement program strategies. Strategies include, but are not limited to: coordination with other service providers for applicant assessment; conduct or arrange workshops to enhance placement opportunities and job retention; participation in random workshops to monitor progress.
- ◆ Enroll families in the Asset Building program. Facilitate curriculum to increase family's ability to manage income and use assets to achieve self-sufficiency.
- ◆ Collaborate with other case managers in the community to enhance the family's ability to achieve self sufficiency.
- ◆ Performs other job-related duties as assigned by management. Develops and/or implements individual program strategies based on work plan procedures to assist participants to achieve measurable outcomes.
- ◆ Performs other job-related duties as may be assigned.

Competencies:

1. Decision Making.
2. Collaboration Skills.
3. Results Driven.
4. Communication Proficiency.
5. Technical Capacity.
6. Teamwork Orientation.
7. Thoroughness.
8. Flexibility.
9. Thorough knowledge of Case Management

Supervisory Responsibility: This position has no supervisory responsibilities.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands, fingers, handle or feel; and reach with hands and arms. Lift or pull occasionally up to 25lbs.

Position Type and Expected Hours of Work: This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

Travel: Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

Required Education and Experience: Applicant must possess a degree in Sociology, Psychology, or related fields. A minimum of two years experience in social service or an acceptable combination of education and experience; must be proficient in various computer software applications.

Preferred Education and Experience: (Same as above)

Additional Eligibility Qualifications:

- ◆ Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with staff, customers and partnership agencies.
- ◆ Must be able to relate to and work with disabled, emotionally upset and at times hostile customers.
- ◆ Must possess the ability to make independent decisions when circumstances warrant such action.

Work Authorization/Security Clearance: Has to successfully pass a criminal, employment, education and drug screening background checks.

AAP/EEO Statement: NCFCAA is an equal opportunity employer and does not condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation benefits, disciplinary action, termination, and all other privileges, terms and conditions of employment.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Manager Signature: _____

HR Signature: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: _____ Date _____