

LINN COUNTY CLASSIFICATION

TITLE: FAMILY SUPPORT WORKER

NUMBER: 762

**PAY RANGE: 07
306**

CATEGORY: SEIU

**APPROVAL ORDER
NUMBER: 2005-**

DATE: June 7, 2005

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assist parents in promoting a home environment to support the physical, mental and emotional well-being of the children. Support parents in strengthening the parent/child relationship by improving parenting skills and reducing family stress.

SUPERVISION RECEIVED: Works under the supervision of the Program Coordinator. Works under closer supervision while learning more difficult tasks of position, but thereafter detailed instructions are received only on procedure changes, difficult tasks, or special projects. Work is reviewed for accuracy, quality, quantity, and conformance to department policies and procedures and pertinent laws and ordinances.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assist in the orientation of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Establish a trusting relationship with families by providing regular client contact through home visits which requires a moderate level of autonomy and independent judgment.
2. Apply working knowledge of parent/child interaction, child development, and the dynamics of child abuse/neglect to help clients improve parenting skills, reduce family stress, and meet dependency needs of parents. Help parents learn problem-solving and coping skills and refer them to appropriate community agencies.
3. Assist parents in making and attending appointments for doctors, social service agencies, etc. Act as a liaison between families and other community agencies.
4. Assist in developing an action care plan that will meet the family goals. Meet with supervisor on a weekly basis to evaluate client status and implementation of the plan.
5. Develop and maintain familiarity and knowledge of community resources and use these appropriately to meet client needs.
6. Record client observations and activities as required.
7. Perform screenings as delegated.
8. Assist clients with paperwork needed in applications for programs such as medical or financial assistance.

9. Transport clients to and from doctors' appointments, other social services agencies, and picnics, outings, and social events.
10. Attend regular staff meetings, team meetings, in-service training, and other meetings as required.
11. Make home visits.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: Must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served in his/her area. Knowledge of child development, family dynamics, community resources, family problems and stresses of parenting. Skill in one-on-one teaching and listening, and basic problem-solving. Ability to recognize the need for professional intervention, to be non-judgmental, and to be motivated to learn from direct experience as well as from training and supervision. Ability to speak Spanish desired.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school. Demonstrated maturity and experience in successfully working with infants, young children and their parents or any satisfactory combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work involves travel to various community agencies and schools throughout the County. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples, read hemocue machine. Work may involve potential exposure to blood products, cleaning materials and loud noises.