**YOUTH DEVELOPMENT, INC.**

**PREVENTION, INTERVENTION & BEHAVIORAL HEALTH**

**JOB DESCRIPTION**

**FAMILY SUPPORT WORKER:** Under the direct supervision of the Program Director and/or Clinical Director. Will provide intensive home based services to families in order to reduce the occurrence of child abuse and neglect.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree in social work or related counseling field of study.

Four (4) years’ experience providing case management services to children and families.

Extensive knowledge of community resources and ability to work efficiently with public and private agency professionals.

Ability to complete assessment, service planning and service coordination with high risk families.

Ability to establish an effective professional manner in all dealings with clients and the general public.

Ability to exhibit emotional maturity and good judgment, to include high standards of morals and speech.

Must be dependable and flexible with regard to working hours.

Ability to follow and carry out written and oral instructions, quickly and accurately.

Must possess basic computer skills.

Must be able to use discretion in all facets of work related situations.

Ability to perform all work rapidly and accurately, meeting all deadlines when applicable.

Must keep abreast of modern techniques and methods used in individual and group sessions.

**JOB CHARACTERISTICS/PHYSICAL DEMANDS:**

This is a professional position which requires organizational and communication skills, as well as judgment, tact and diplomacy in contacts with YDI employees, community residents, parents and local government agencies. Strict adherence is required to all regulation concerning confidentiality. Good general health. Background investigation to including fingerprinting is required. Physical and TB Skin test is required upon hire, and may be required intermittently. Frequent travel is required by employee and proof of satisfactory car insurance is required.

Youth Development, Inc. is an at-will employer. Employment is by mutual consent of the company and employee, and either may terminate the relationship at any time with or without cause or advance notice. This job is contingent upon funding; however, availability of funding is not a guarantee of continued employment, nor does it imply any specific term of employment.

**DUTIES AND RESPONSIBILITIES (Not Inclusive):**

* Will staff all cases with the Clinical Supervisor.
* Will facilitate access to services for clients in the areas of medical, social, educational, vocational, legal, and therapeutic care.
* Will conduct Family Assessments as required by the contract.
* Will interview, assess and stratify level of risk of referrals for the purpose of facilitating placement and providing services.
* Will develop and implement plan of care for each client.
* Will monitor and evaluate the provision of client services on an ongoing basis.
* Will provide advocacy and referral services on behalf of clients.
* Will provide family support referrals.
* Will provide safety and risk assessment services for clients.
* Will provide substance abuse treatment referral services.
* Will get certified in selected Parenting Curriculum for the program.
* Will be proficient in the Tiered Level Case Management system.
* Will provide crisis intervention services.
* Will provide life skills, parenting, and conflict management training.
* Will provide follow-up services for all clients discharged from the program.
* Will maintain comprehensive client records and generate reports as required.
* **Other duties as assigned.**

**SUPERVISION RECEIVED:**

Under the direct supervision of the Clinical Supervisor.

**ACKNOWLEDGMENT**:

I have read, understand and can comply with the listed requirements.

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Employee Name (Printed) Employee Signature Date