



JOB DESCRIPTION

FAMILY DEVELOPMENT SPECIALIST	FLSA Status: Non-Exempt
Latest Review Date: 1/2025	Department: FaDSS
Effective Date: 1/2025	Reports to: Outreach & FaDSS Director

POSITION SUMMARY

Builds relationships with families to identify barriers to self-sufficiency, establish goals toward financial independence, facilitates use of resources and serves as a source of support. Collaborates with other service providers working with families. This position may perform regular duties at alternative sites with permission of the Program Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency wide trainings
- Must travel extensively within assigned area and occasionally out of service area
- Establish a collaborative and communicative relationship with co-workers
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Ability to build trusting relationships with clients through interpersonal skills, sensitivity, rapport and recognition of cultural diversity

Assessing Families:

- Use state-wide and NEICAC Grant specific assessment tools to inform service delivery
- Identify strengths and barriers with the family
- Maintain documentation in family files
- Summarize assessment findings and documents in writing

Planning with Families:

- Utilize the elements of coaching in providing services to families
- Identify a range of options and alternatives
- Use a structured process to identify goals and action steps
- Assist in establishing timelines for self-sufficiency and aftercare plans
- Maintain documentation of planning activities and outcomes

Providing Support to Families:

- Implement strategies to support change
- Create safe, supportive and trusting relationships
- Maintain regular contact with all families on caseload through a variety of means

- Build the capabilities of families by teaching them goal directed behaviors that strengthen life skills and improve family functioning
- Assist families in monitoring progress
- Make use of agency resources
- Maintain documentation of support contacts and families' progress
- Become familiar with area resources and their eligibility requirements and referral processes
- Address the basic needs and emotional well-being of families through support and connection to resources
- Advocate for families, with families, and assist families in developing skills to advocate for themselves

Travel extensively and have own personal vehicle.

SUPERVISORY RESPONSIBILITIES

N/A

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Associate's degree (AA) in Social/Human Services or related field from two-year college and six months to one year related experience or equivalent combination of education and experience. Bachelors Degree in Social/Human Services or related field in addition to familiarity with issues of low-income populations and trauma informed care practices preferred. Computer skills also required.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to maintain balances of funds available and funds disbursed.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES & REGISTRATIONS

Must have valid drivers license and carry NEICAC levels of automobile insurance. Must be Mandatory Child Abuse Reporter within six months of hire and complete the Family Development Specialist certification within one year of hire. Must satisfactorily complete a Criminal Records Check and Child Abuse Records Check prior to hire and every two years thereafter.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____

Print Name _____