

SHELTER, INC.

Job Description

Bilingual Family Support Worker

ESSENTIAL FUNCTION

The Bilingual (Spanish/English) Family Support Worker is responsible for enhancing family functioning and promoting healthy childhood growth and development by building trusting nurturing relationships, teaching problem solving skills, and improving the family's support system. The Family Support Worker will obtain these goals by providing support, education, and information via intensive home visitation services to the most distressed families. The Family Support Worker also provides assessment through screening first time parents at the hospital or their home, assessing their strengths and needs, and referring them to community services as needed.

SPECIFIC DUTIES

DIRECT SERVICES

1. Conduct face-to-face child development and social assessments of families assigned.
2. Establish and follow through a family goal plan for each family assigned to caseload.
3. Conduct home visitations according to the Level of Need Standards, tapering off as the child reaches five years of age.
4. Collaborate with outside agencies to meet the needs of the family.
5. Provide long-term supportive and educational services to parents admitted to the program.
6. Provide evening/weekend back-up on-call services on an as needed basis.
7. Comply with agency policies and procedures and the Department of Children and Family Services "Code of Ethics for Child Welfare Professionals."

ASSESSMENT SERVICES

1. Responsible for the initial screening of parents during prenatal care and/or immediately after the birth of a child to determine factors which may qualify the family for services.
2. Responsible for conducting face-to-face assessments, including parent well-being, parent-child interaction, and utilization of community services, following uniform procedures and guidelines.

EDUCATIONAL SERVICES

1. Continually update educational material files to be able to provide member families with adequate educational materials.
2. Provide education in basic childcare, behavioral management, child health and development, child and home safety, nutrition and feeding, parenting, recreational activities, crisis management, and life skills.
3. Participate in educational and staff development activities.
4. Assist in representing the agency at community meetings or activities.

REFERRAL SERVICES

1. Maintain an updated resource file.
2. Make referrals to community resources such as medical care, dental care, food pantry, clothing, childcare, vocational training and education, counseling, developmental screening, legal services, and nutrition services.

PROGRAM ADMINISTRATION

1. Maintain accurate information about family demographics, social and child development assessments, and home visitation outcomes.
2. Complete a written report summarizing efforts and outcomes of each home visitation within seven days.
3. Enter data into the state Cornerstone system.
4. Maintain accurate records of daily activities.
5. Report any changes of schedules to supervisor.
6. Follow the Program Guidelines for Home Visitations.
7. Participate in staff meetings and reflective supervision.
8. Complete time sheets every two weeks.
9. Complete monthly reports by the first week of the following month.
10. Complete expense reports by the last week of each month.
11. Carry out duties as assigned by the site supervisor.

ACCOUNTABILITY

The Family Support Worker shall be supervised and accountable to the Healthy Families Supervisor.

HOURS OF EMPLOYMENT

Hours and days shall be scheduled according to the needs of the program.

JOB QUALIFICATIONS

1. A Bachelor's degree in early childhood education, social work, or a closely related field from an accredited school required; Master's degree in Social Work and experience is desired.
2. Experience with 0-5 population required; experience with infant mental health, cultural diversity, parenting education, and/or in a hospital setting is desired.
3. Fluency in both the English and Spanish language is required.
4. Must have a valid Illinois driver's license, an automobile, and must submit proof of Illinois auto insurance.
5. Must become certified in CPR, Infant CPR, and First Aid within the first six months of employment.
6. Must complete a Medical and T.B. test providing proof of results.
7. Must be fingerprinted by the State of Illinois and must submit to a full Background Check through the Department of Children and Family Services.
8. Must submit official educational transcripts from the last school in which a degree was awarded.
9. Ability to lift 40 lbs.

PHYSICAL DEMANDS AND WORKING CONDITIONS

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 accommodation may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms, and run. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, and the 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is performed at the assigned facility and frequently in vehicles, family settings, and meeting rooms both in the facility and at other agency sites.

CLASSIFICATION STATUS

This is an exempt position.