



Job Description

Program/Department	Helping Us Grow (HUG) Prevention Initiative Program	
Job Title	HUG Family Support Specialist	
Reports to	HUG Program Supervisor	
Supervises	Not applicable	
Eligible For:	Type of position:	Hours <u>37.50</u> / week
<input checked="" type="checkbox"/> Insurance, Agency Short Term Disability, Family Care Leave <i>O&A has fewer than 50 employees and is therefore not required by Federal law to offer benefits under the Family Medical Leave Act (FMLA)</i> <input checked="" type="checkbox"/> Paid Time Off (vacation, sick, personal leave, jury duty, bereavement and holiday)	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt (overtime must be approved in advance) <i>Illinois law requires that if an employee works 7 ½ consecutive hours or more, he must be given a meal break no later than the end of the 5th hour of at least 20 minutes. To deduct it as non-working it must be at least 30 minutes in length.</i>

Job Summary

The Family Support Specialist will utilize the Parents as Teachers (PAT) curriculum to develop strong working relationships with families in order to assist them in having a better understanding of child development, improve parent-child interactions, and strengthen family well-being. The Parent Educator will work with families in initiating goal development and developing transition plans that secure families' involvement in their community. The Parent Educator will link children and families to the necessary services and supports; will provide referrals to Early Intervention when appropriate; and will work cooperatively with EI, DCFS, WIC, Health Department, Doctors, and school district personnel. There will be significant travel throughout McHenry County, with periodic out- of-county meetings/trainings. **This is a grant funded position; therefore, the duties and/or requirements of the position may be modified as required by the funding source.**

Work Hours: 37.5 hours per week (1.0 FTE) or unless otherwise specified in individual personnel file; occasional night and/or weekend work

Essential Functions

- Utilize the Parents As Teachers curriculum to plan and document visits
- Conduct initial and follow-up screenings per schedule
- Develop a collaborative relationship with families and maintain regular contact with them
- Develop family- centered goals in collaboration with each family
- Transition families/children into applicable services at age three, including local school districts, Head Start, and other community resources
- Ensure compliance with Parents As Teachers and Illinois State Board of Education protocols and record keeping requirements
- Utilize Microsoft office programs effectively and accurately, including Outlook, Word, Access, and Excel
- Maintain accurate and timely entries into Penelope Data System

- Maintain strict confidentiality in all aspects of work, including but not limited to computer/laptop security, conversations regarding clients, and client file security. Strict adherence to Options & Advocacy computer, electronic and confidentiality policies will be required
- Provide accurate accounting of time and expenses
- Understand and support the mission, vision and values of Options and Advocacy

Organizational Relationships

Supervised by: Helping Us Grow Prevention Initiative Program Supervisor

Supervises: N/A

Internal: All departmental personnel that are employed by Options and Advocacy

External: Clients, families, Early Intervention therapists, school districts, DCFS caseworkers, general public, regulatory and licensing agencies, county, state and federal representatives, and all organizations that interact with Options and Advocacy.

Professional Background and Experience

Education

Minimum of a Bachelor's Degree in a related Human Services field, emphasis on Child Development or Education

Experience

- Knowledge and understanding of typical and atypical child development and family dynamics
- Experience with children 0-3 years old and families preferred
- Successful completion of Parents As Teachers training and applicable trainings as assigned
- Successful completion of a criminal background check, including but not limited to fingerprinting, the Child Abuse and Neglect Tracking system (CANTS) and state police background check

Skills and Capabilities

- Ability to read, write and communicate clearly and professionally in English
- Bilingual Spanish preferred
- Ability to work cooperatively within a multi-disciplinary, multi-agency team approach that also includes parents, schools, and other community members and agencies
- Knowledge and understanding of child development and home visiting practices
- Develop a self-care routine in order to prevent burnout and enhance your ability to work with difficult situations
- Ability to work independently, maintaining accurate documentation of visits and correspondence with each family
- Excellent organizational skills and the ability to successfully manage a caseload of 9-23 families
- Make and maintain personal work schedule using Outlook to accurately identify locations of meetings to ensure the completion of work as well as the safety of all employees
- Possess a valid driver's license and follow safe driving techniques
- Have regular access to a reliable vehicle and provide certificate of vehicle insurance
- Comfortable speaking in front of groups of people including parents, other agencies for outreach, etc.

Physical Abilities

- Ability to lift and/or move at least 30 pounds using proper body mechanics
- Ability to visit clients in their homes, which may involve use of stairs, sitting on the floor, exposure to pets and other allergens, and working with young children who may be medically fragile or immune compromised.
- Visual acuity to read a computer screen and other documents

- Ability to utilize the telephone and respond to callers

Additional Duties

- Function as client advocate while empowering families to assume that role
- Lead group activities for both parents and children
- Community outreach
- Participate in agency informational, planning, and training meetings
- Participate in local or statewide task forces as assigned by the program supervisor
- Attend in-service events to maintain and enhance skills
- Actively support agency events through activities prior, during and after event.

By signing below, I acknowledge that I have received and reviewed this document.

Original Annual Review Other Review

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

If Original:

Effective Date: _____

If Revised:

Proposed Effective Date: _____

Approved Effective Date: _____