Mid-Iowa Community Action, Inc.  **Job Description**

**TITLE: Temporary Family Development Specialist (6-month position)**

**Reports to:** Early Childhood Programs Family Development Coordinator

**Job Summary**

*This is a temporary position, six-month position.* Contributes to mission and vision of MICA by creating a positive, respectful, safe environment when working with families, agency and community partners. Works with families in a strength based approach to identify challenges to well-being, establish goals and develop written plans. Facilitates use of resources and serves as a source of support. Recruits families for MICA programs. Maintains program compliance and accurate records. Collaborates with other agencies. This position may perform regular duties at alternatives sites with permission of the Program Director.

**Essential Job Functions**

Builds and maintains positive relationships with team members and agency and community partners to achieve results.

* Recruits families for program
* Conducts ongoing one-on-one home visits with program families
* Works with families in a strength based approach:
* Establishes trusting relationships with families.
* Help identify families’ strengths and needs.
* Assists in identifying realistic goals with families
* Assists in identifying action steps and strategies needed to achieve goals.
* Models awareness and behavior needed for growth and development
* Celebrates success with families
* Utilizes problem solving skills in all situations including crisis situations
  + Identifies a range of options and alternatives.
  + Systematically refers families to resources
* Assists in development of peer support groups and activities as required
* Uses agency planning and assessment tools
* Establishes positive partnerships with area resource providers
* Collaborates with team members to problem-solve, innovate and further develop the practice in order to more effectively serve families.
* Serves on community boards and committees as appropriate
* Market programs effectively
* Attends required meetings

Compliance

* Must maintain *strict* confidentiality at all times
* Maintains full caseload and waiting list
* Maintains program contact required with all families.
* Maintains thorough and extensive documentation of all compliance areas as required
* Maintains ongoing communication with program staff
* Create and maintain reports as required

Develop skills and knowledge related to the position

* Must learn and understand basic eligibility requirements and screening procedures of wide array of community resources
* Must obtain and maintain current First Aid Card and CPR Certification, Mandatory Child Abuse Reporter training, Universal Precautions training.
* Attend all trainings and meetings as required

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language
* Committed to the concept of diversity and the inherent worth of every individual
* Strong commitment to achieving results
* Strong communication skills, including listening skills
* Above average social and emotional skills that translate into
  + the ability to quickly develop positive relationships with families
  + a calm, composed demeanor when working in a high stress or crisis situation
* Non-judgmental and ability to maintain objectivity
* Strong ability to think and reason independently, and to make critical judgments within agency and program guidelines
  + Utilizes problem solving skills in all situations, identifying a range of reasonable options and alternatives
  + Knows how to use data to inform decisions to create best practice
* Have basic knowledge of and ability to work with issues such as substance abuse/addiction, domestic abuse, child custody, child abuse, mental health, and environmental issues
* Dedicated to continuous learning
* Intermediate computer skills. Must be able to learn and effectively use a variety of computing software, electronic devices and databases

**Working Conditions (Essential physical, mental and emotional demands)**

*The 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.*

* **This is a temporary position, six-month position ending June 2020.**
* Generally a 40-hour week.
* This position requires mental and emotional work. Strong ability to think and reason independently, maintain objectivity and to exercise sound judgment.

1. The physical environment requires the employee to work indoors:

* In an office space that may or may not be shared
* In family homes
* Must be able to function well in a variety of physical environments, as the primary focus of this job is to meet with families in their own homes
* The person in this position frequently communicates with families, community members and colleagues, both one-on-one and in groups, regarding agency programs. Must be able to exchange accurate information in these situations.

1. Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet
2. This position requires frequent driving about the MICA service area

* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

**Education & Experience:**

**Required:**

* Associate’s Degree in Human Services, Early Childhood Education, or related field (or equivalent coursework)

**Preferred:**

* Bachelor’s Degree in social work or family/human services or closely related field
* Home visiting and/or experience working with families

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.
  + - * The physical exam must include any necessary testing for communicable diseases, including a TB assessment as required by the Iowa Department of Human Services Child Care Licensure standards
* Staff who work in centers that serve infants or who do home visits will be required to have a Tdap immunization per Centers for Disease Control and Prevention (CDC) recommendations.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Family Development | Management? (Yes/No) | No |
| Generic title | Family Development Specialist | FLSA status | Hourly/Non-Exempt |
| Pay grade | AA degree = Band 4C  BA/BS degree = Band 4B | New | December 2020 |
| EEO 1 Category 3 | Professional |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date