

YOUTH DYNAMICS, INC.
JOB DESCRIPTION

Job Title: Family Development Specialist	FLSA Status: Non-Exempt
Supervisor: Area Manager	
General Information: Family Development Specialists work directly with families and their children in the family home and community. Family Development Specialists provide Family Support, Family Preservation, and Family Reunification Services to reduce the incidence of child abuse and neglect, decrease the length of time children remain in foster care, and increase the capacity of at-risk families to nurture their children in healthy environments by providing parents with the knowledge, skills, and ability to do so in the areas of occupational, parenting, family behavior, organizational, and transportation skills. This position requires the employee to be available to work weekends and evening.	
Minimum Qualifications	Candidates must be high school graduates with at least two (2) years experience working with youth and families. Each year of post-secondary education in a human services or related field is equivalent to one year of experience. Candidates must maintain a valid driver's license, the minimal vehicle insurance required by law, and must maintain a good driving record.
Required Knowledge, Skills And Abilities	<ul style="list-style-type: none"> • Knowledge of the organization, policies and procedures, structure and operations. • Ability to communicate in an open, honest, and respectful manner with others both orally and in writing, using both technical and non-technical language. Requires providing court testimony. • Ability to establish and maintain effective, collaborative, and respectful working relationships. • Ability to prepare accurate and reliable Contact Notes, Family Service Plans, Summaries, etc. • Ability to operate a personal computer using standard word processing as needed. • Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. • Ability to be flexible and adapt to organizational and client changes and needs. • Ability to work evenings and weekends. • Ability to work independently. • Ability to collaborate and to work as part of a team. • Ability to travel. • Possession of a valid driver's license and minimal insurance required by law.
Essential Physical Abilities	<ul style="list-style-type: none"> • Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with others both in person and over the telephone. • Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written materials, in both hardcopy and electronic form and to carefully observe the behavior and activities of youth. • Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and transport files. • Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to travel and to access work sites, carry supplies, equipment, and food up to 30 pounds; demonstrate and work with families doing household and parenting activities, and operate a motor vehicle.
Principal Responsibilities	<p><u>Direct Care Responsibilities</u></p> <ul style="list-style-type: none"> • Must attempt to contact the family face-to-face within 72 hours of the referral being accepted. Document attempts and contacts, and notify Social Worker immediately if attempts are unsuccessful. • Establish a working relationship with assigned families, children, social worker, and other providers. • Use CFSR Referral Form 050, CFS Treatment Plan, basis for CFS involvement, and social worker expectations to assess strengths and needs and develop a Family Service Plan. • Provide requested number of Home Visiting Hours each week, in addition to necessary collateral contacts regarding the delivery of services. Home Visiting hours can not be reduced without social worker approval. • Obtain approval from social worker and their supervisor for Hard Service Money Expenditures. • Documentation of all direct and collateral services provided to families and children. • Communicate with families, social workers, other identified team members, and designated Supervisor(s) progress, needs, concerns, etc. • Obtain prior approval from designated Supervisor for activities that incur costs or are outside the perceived scope of service and out of town travel over 50 miles. • Attend monthly staffing for families at a minimum of once a month and/or as requested. • Provide quality assessment, education, and services for assigned families. • Provide own vehicle for transportation of families and children. <p><u>Documentation</u></p> <ul style="list-style-type: none"> • Submit Monthly In-Home Service Log to Regional Supervisor by third working day of following

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	<p>month.</p> <ul style="list-style-type: none"> • Submit time sheets and mileage sheets to the Area Manager on-time complying with Financial Calendar. • Write Contacts notes for each attempted contact or work done by mail, phone, in-person, or e-mail, Initial Family Service Plan within first 30 days of service, monthly FBS Summary, DPHHS – CFS-209 Summary of Parent Child-Interaction for each Supervised Visit, Incident Reports as needed, and Discharge Paperwork within 10 days of case closure. . • File Contact Notes and all paperwork associated with case by 5th working day of following month service was provided. • Provide copy of monthly FBS Summary and Summary of Parent-Child Interaction to Social Worker and Social Worker Supervisor by 5th working day of month following service. • Update Family Service Plan and Face Sheets as needed. • Report emergencies to the Area Manager, Social Worker, and Social Worker Supervisor immediately. <p><u>Organizational Responsibilities</u></p> <ul style="list-style-type: none"> • Responsible for safely operating personal/lease vehicles during the transport of clients, travel to other Regions, and any business related travel as assigned by your Supervisor. • Maintain awareness of work environment and perform duties in a safe and responsible manner. • Maintain tact, diplomacy, respectfulness, and professionalism at all times. • Complete required paperwork accurately and within timelines provided. • Participate as a positive member of the Youth Dynamics, Inc. organization. • Act as a positive representative of Youth Dynamics, Inc. to the public. • Participate in public relations and marketing efforts approximately 5% of your work time. • Participate in regular supervision with your Supervisor. • Participate in staffing meetings, case review meetings, and relevant in-service training as needed or required. • Attend all meetings as are necessary to fulfill job responsibilities. • Develop a plan for personal and professional growth using Performance Appraisal Process annually. • Carry out other responsibilities as assigned by your Supervisor to further the mission of Youth Dynamics, Inc. <p><u>General Information</u></p> <ul style="list-style-type: none"> • In-Home Service Specialist productivity is 75% of work time is billable Direct and Collateral hours spent on assigned cases. • In-Home Service Specialist Direct and Collateral billable hours should typically be 75% Direct Services and 25% Collateral. If Collateral Service Time exceeds 25% explanation needs to be in comment section on Monthly In-Home Service Log.
<p>Minimum Expectations</p>	<ul style="list-style-type: none"> • Attempt face-to-face contact with assigned families within 72 hours of the referral being accepted. • Assess family strengths and needs and write Family Service Plan in first 30 days of service after referral is accepted by YDI. • Execute all aspects of the Family Service Plan with assigned family, including hours of Direct Service time requested by Social Worker and interventions on Referral Form. • Attend monthly staffing for families at a minimum of once a month and/or as requested. • Submit Monthly In-Home Service Log to Regional Supervisor by third working day of following month. • Write Contacts notes for each attempted contact or work done by mail, phone, in-person, or e-mail, Initial Family Service Plan within first 30 days of service, monthly FBS Summary, DPHHS – CFS-209 Summary of Parent Child-Interaction for each Supervised Visit, Incident Reports as needed, and Discharge Paperwork within 10 days of case closure. . • File Contact Notes and all paperwork associated with case by 5th working day of following month service was provided. • Provide copy of monthly FBS Summary and Summary of Parent-Child Interaction to Social Worker and Social Worker Supervisor by 5th working day of month following service.

I acknowledge receipt of this job description:

Employee

Date