



Job Description

Job Title: Family Development (FaDSS) Specialist

(Grade 12)

Department: FaDSS

Supervisor's Title: FaDSS Director

1. General Purpose of the Job: Provide in home case management to families receiving FIP benefits to assist them in moving from welfare to work.

2. Minimum Level of Education/Experience Required: Bachelor's degree in social work or other human services field with case management experience. Experience with common microcomputer word processing, database programs.

3. License or Certificate Required:

Valid Iowa or Illinois driver's license

Proof of current automobile insurance

Family Development Certification within one year of hire

4. Primary Duties and Responsibilities:

A. Recruit and enroll families to participate in FaDSS Program

B. Maintain a caseload of 20-25 families at one time

C. Complete at least one monthly home visit with each enrolled family

D. Complete in-depth assessment with enrolled families

E. Maintain detailed, up to date, and concise case notes on all interactions with family and on behalf of family

F. Work with families in areas of problem solving and decision making

G. Make referrals to link families with multiple resources in community

H. Provide families with tools so they may ultimately advocate for themselves to ensure receipt of quality services

I. Share information and educate enrolled households on family economic issues

J. Encourage families to participate in scheduled social/educational gatherings with other FaDSS participants

K. Maintain effective working relationships with other community resources, both internal and external

L. Submit accurate and complete monthly reports to FaDSS Program Manager and Promise Jobs

M. Participate in scheduled trainings and meetings, including certification training

N. Sensitivity to cultural and socioeconomic factors in working with enrolled families

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			
Use foot/feet to operate machinery	X			

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds		X		
Up to 25 Pounds	X			
Up to 50 Pounds	X			
Up to 100 Pounds	X			
More than 100 Pounds	X			

Describe the specific job duties that require the physical demands selected above:

Filing, moving files from office to storage, reaching top shelves of storage cabinets, and file drawers, data entry, phone utilization, driving from home to home.

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Routine Office Equipment			X	
Computer				X
Motor Vehicle Operation				X

7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Risk of electrical shock	X			
Vibration	X			
Work/job related travel				X

B. Amount of noise typical for the work environment for this job: Moderate levels of noise, typical to office or home environment.

C. Describe the specific job duties that are affected by the environmental conditions selected above: Travel to and from participant homes, travel to staff development training.

8. Protective Clothing/Equipment Required: Not Applicable

9. Supervisory Responsibilities: None

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

Date

Job Description Last Reviewed: 4/2/19 By: RL