

Health and Nutrition Services

Alissa Holdson
Executive Director

Ronald C Loos
Board Chairperson

Diana Brook
Health & Nutrition Director

INTERNAL/EXTERNAL POSTING

POSITION: Family Support Specialist

POSTING DATE: June 18th through June 25th or until filled

RESPONSIBLE TO: Help Me Grow Program Supervisor

EMPLOYMENT STATUS: Regular, Full- Time

REQUIREMENTS: See attached job description.

SUBMIT RESUME TO: Diana Brook

Distribution:

Administration Fiscal / Housing Services
State Road Building/ Head Start

4200 State Road, Ashtabula OHIO 44004

WIC: (440) 998-7515 HMG: (440) 997-6015 FAX: (440) 998-0973

This Agency is an equal provider of services and an equal opportunity employer. Civil Rights Act 1964



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JOB DESCRIPTION

POSITION: Family Support Specialist

RESPONSIBLE TO: Help Me Grow Program Supervisor

POSITION SUPERVISES: N/A

EMPLOYMENT STATUS: Full-time

GENERAL RESPONSIBILITIES:

Provide family-centered services using an evidence-based parenting education curriculum to families determined eligible for the Help Me Grow Home Visiting program.

DUTIES AND RESPONSIBILITIES:

1. Effectively manage a caseload of families enrolled in the HMG program. This includes completing required home visits, timely documentation of family and provider contacts and conducting all screenings and evaluations.
2. Provide parent education through the use of the appropriate evidence-based curriculum as required by ODH program regulations.
3. Follow the Help Me Grow and Healthy Families America policies and procedures in the delivery of program services.
4. Complete developmental screenings with children as appropriate.
5. Coordinate communication and information with medical providers and educate caregivers about the child's development and strategies for successful outcomes.
6. Facilitate and participate in the development of the Family Service Plan and subsequent reviews.
7. Identify other community service providers and resources to assist in meeting the family's needs and make referrals as appropriate.
8. Coordinate, facilitate and monitor the timely receipt of services for the family.

9. Coordinate and facilitate transition of families exiting the Help Me Grow program.
10. Participate in Child-find events, health fairs and other activities to promote the Help Me Grow and Healthy Families America.
11. Document all services rendered in the ODH OCHIDS system in an accurate and timely manner
12. Maintain a billable productivity rate of at least 75% of total hours worked when assigned Help Me Grow families.
13. Attend staff meetings and trainings as required.
14. Demonstrate cultural competency and advocate for HMG families to ensure that parent/child rights are upheld and that ethical practices are adhered to at all times.
15. Maintain client confidentiality as required by the Ohio Department of Health and ACCAA policies.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent required to work with Help Me Grow families. Must obtain and maintain HMG and HFA credentials. Must complete all trainings required by the Ohio Department of Health and Healthy Families America to work as a Home Visitor and maintain eligible status. Demonstrated ability to work with low-income individuals, children and families. Demonstrated experience and humility to work with the culturally diverse families. Must have strong communication and interpersonal skill. Must be able to work a flexible schedule that may include evenings and weekends. Must work harmoniously with other staff, be courteous, neat, organized and have legible penmanship. Must have dependable transportation, a valid Ohio driver's license, meet agency insurance guidelines and pass a criminal background check.

Must be able to physically interact with children including talk, hear, sit, stand, walk, kneel, crouch and crawl. Must be able to lift up to 40 lbs. Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Must maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ACCAA complies with Title VI of the Civil Rights Act of 1964, PL88-352. No person, on the grounds of race, color, disability, national origin, or sex, shall be denied services or employment with ACCAA.

E.O.E. D.F.W.P.

Signature

Date