



Healthy Families Hillsborough Family Support Specialist (FSS)

GENERAL SUMMARY: Works under the guidance and direct supervision of the family support specialist supervisor. The position will include screening and assessing for program eligibility and provide support and assistance to optimize the home environment for the physical, emotional and social well-being of the parent/child family units assigned.

PRINCIPAL CRITERIA and STANDARDS FOR PERFORMANCE:

- Initiates and maintains regular home visits with families as determined by contract requirements, caseload limits and supervisor.
- Assists families in completing a Family Goal Plan (FGP) within established guidelines of 90 days of intake, reviewing FGPs on a regular basis, and updating FGPs as needed.
- Monitors immunization schedule and well-baby check-ups at 6, 12, 18, 24, 36, 48, and 56-month intervals; observes that 85% of these requirements due in the quarter are up-to date.
- Screens for appropriate age development at established intervals and makes referrals to Early Intervention services as needed.
- Screens for appropriate social-emotional development and makes appropriate referrals as needed.
- Administers the Healthy Families Parenting Inventory (HFPI) at baseline (within 45 days of the focus child's DOB, or if enrolling postnatally, within 45 days of enrollment in the program) and a subsequent HFPI six months after the baseline, and annually thereafter.
- Screens for postnatal depression within three months of birth of a child in the program.
- Assess parent-child interaction, attachment and bonding with the Cheers Check In tool twice annually.
- Assists in strengthening parent-child interaction through reflective practice, teaching of improved parenting skills and modeling, provides in-home parent education.
- Assists families in accessing needed community resources and social services.
- Staff will implement effective engagement and retention strategies respectful of the families' needs in an effort to improve retention of families.
- Provides follow up to identified concerns and monitors family progress.
- Attends meetings and/or staffings for families with POSC, DCF, or case management.
- Attends and is prepared for weekly supervision.
- Maintains an accurate and thorough record of each family and completes all documentation in the specified time frame.
- Enters required data in the specified timeframe as determined by the supervisor.
- Responsible for keeping Outlook Calendar up to date.
- Other duties as assigned.

KNOWLEDGE, SPECIAL SKILLS, and ABILITIES:

- Bachelor's degree in social services or related fields.
- 2 years' experience in working with or providing services to children and families.
- An ability to establish trusting relationships and acceptance of individual differences.
- Experience and willingness to work with the culturally diverse populations present among the site's target population.
- Knowledge of infant and child development.
- Open to reflective practice (i.e. has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.).
- Excellent written and verbal communication skills.

- Working knowledge of word-processing, spreadsheet and related basic computer software; including MS Word, MS Excel, etc.
- Effective organizational skills.
- Able to communicate effectively, both verbally and in writing.
- Must have reliable personal transportation, insurance and a valid State of Florida driver's license.
- Bi-lingual Spanish preferred.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit for extended periods; use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee may occasionally need to stand, walk, or lift and/or move up to 10 pounds. Specific vision abilities required include close vision and the ability to adjust focus.

Physical Requirements for Positions with Driving Requirements:

- Must be able to sit for extended periods while operating a motor vehicle.
- Ability to enter and exit vehicles multiple times per day.
- Must be able to occasionally lift, carry, push, or pull up to [25–50] pounds (adjust per job role).
- Must have sufficient visual acuity and hearing to safely operate a vehicle and follow traffic signals and auditory cues.
- Manual dexterity is required to operate vehicle controls and related equipment.
- May be exposed to varying weather conditions and traffic environments.

AMERICANS WITH DISABILITIES ACT (ADA) STATEMENT:

This job description is intended to describe the general nature and level of work being performed by employees in this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

Healthy Start Coalition is an Equal Opportunity Employer and values diversity in the workplace. We provide equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status in accordance with applicable federal, state, and local laws. We will provide reasonable accommodation for qualified individuals with known disabilities, as required by the ADA. If you require reasonable accommodation, please contact Human Resources.

SERVICE EXCELLENCE STANDARDS:

- Exhibits a total commitment to maintaining high quality service standards of the Healthy Start Coalition.
- Functions as an effective team member in accordance with agency policies and procedures.
- Demonstrates professionalism in dealing proactively with clients, supports, providers, and the Board and general public.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.

EOE/DFWP/Smoke-free workplace/campus. Email resume to jobs@hstart.org.