

JOB DESCRIPTION

<hr/>	<u>Family Support Specialist (FSS)</u>
Name	Job Title
	Grade
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<u>Family Preservation System</u>	
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Supervisor's Name	Supervisor's Title

I. MAJOR DUTIES AND RESPONSIBILITIES:

A. Position Description

Provide one-on-one support to high-risk children/youth and their families in the home and community. Includes the provision of supervision for safety, assistance in accessing and participating in community activities, and mentoring and coaching positive social skills. Work as a team member with other professionals. Position requires 24/7 on-call availability.

B. Position Responsibilities

1. Universal job skills: All Family Preservation employees will demonstrate the ability to:
 - a. Communicate role, responsibility and agency philosophy in order to assure mutual respect, confidence and trust with the child and family and other stakeholders.
 - b. Provide non-judgmental, unconditional support to the child and family.
 - c. Assess for immediate safety and stabilization needs.
 - d. Customize helping approaches to fit the family's uniqueness, personality, culture and interest.
 - e. Report relevant information to the right people at the right time.
 - f. Maintain a focus on strengths, needs and creative solutions.
 - g. Utilize the family's expertise in problem solving and solution seeking.
 - h. Work interdependently with others toward common goals.
 - i. Respond to family's and children's needs in a timely fashion.
 - j. Complete required documentation within established timeframes.
 - k. Instill hope for the future by communicating and behaving with confidence and reassurance.

2. Welcome, Engagement and Assessment: The skilled Family Preservation FSS will demonstrate the ability to:
 - a. Engage and build positive rapport with family.
 - b. Meet and engage the family communicating compassion, support, respect and enthusiasm for them and your role as a helper.
 - c. Support family during stabilization by providing rest, relief and safety.
 - d. De-escalate safely, effectively and confidently.

- e. Communicate and coordinate with other involved staff.
3. Individualized Service Planning: The skilled Family Preservation FSS will demonstrate the ability to:
- a. Communicate any observed needs to the appropriate co-worker.
 - b. Communicate safety concerns to the appropriate co-workers.
 - c. Provide input and feedback in the development of the plan.
 - d. Attend child and family team meetings as requested to participate in planning.
 - e. Consult with supervisor and Therapist/Care Coordinator when needed.
4. Implementing Services: The skilled Family Preservation FSS will demonstrate the ability to:
- a. Discuss/communicate your role in the plan with the family.
 - b. Recognize signs of impending crisis and effectively work to diffuse the situation.
 - c. Assist families in accessing entitlements.
 - d. Adapt and modify activity to fit the immediate situation.
 - e. Reassure the family with coaching and calming techniques.
 - f. Model and teach appropriate social behavior and skills.
 - g. Communicate consistently and positively with the child/youth in ways they can understand.
 - h. Sets, communicates and consistently implements appropriate boundaries.
 - i. Connect and introduce youth and family to activities in their own community.
 - j. Assessing, planning and implementing activities that promote continual growth, self-expression and awareness.
 - k. Identify and access positive relationships for the child and family.
 - l. Reflect and communicate youth's perspective when others cannot.
 - m. Provide direct supervision and re-direction of children.
 - n. Focus on strengths, needs and creative solutions and inspire others to follow this format in problem solving.
 - o. Communicate and coordinate with the parent and others around schedule and activities.
 - p. Attend ongoing team meetings as necessary to make recommendations and modifications to the plan.
 - q. Build youth capacity and communicate with others about what the youth does well.
 - r. Summarize progress toward goals and any extraordinary occurrences.
 - s. Seek assistance and report incidents to the right people at the right time.
5. Transitioning Services to Natural and Other Community Supports: The skilled Family Preservation FSS will demonstrate the ability to:
- a. Rehearse crisis drills/coping with family.
 - b. Focus on successes and plans for future with confidence.
 - c. Help transition supports into place (including introductions of new supports).
 - d. Explore and identify natural community resources (family, or work peers).
 - e. Celebrate!

II. QUALIFICATIONS:

A. Minimum Qualifications

1. Age 21 or older per DSHS requirements.
2. One year relevant experience with children or families.
3. Minimum B.A. Degree.
4. Must have reliable transportation, valid driver's license and automobile insurance.
5. Proof of negative TB test within past 12 months and ability or test within first six months of employment.
6. Washington State Counselor Registration (HIV/AIDS training required).
7. Pass background check through DSHS & Washington State Patrol.
8. Demonstrate effective verbal and written communication.
9. Availability to work flexible hours (evenings, nights, weekends).
10. Ability to make visual assessments of family home conditions and crisis situations.

B. Preferred Qualifications

1. Two years experience working with at-risk youth and their families
2. B.A. in social sciences, social services or mental health field background.

All employees have the responsibility for developing and safekeeping a workplace that values and supports a culturally diverse work environment. Employees' treatment of each other, their willingness to try new ways and ideas--all these things contribute greatly to the organization's success in providing an open, culturally enriched and diverse workplace.

Employee Date

Supervisor Date

System Director Date

Agency Director of Human Resources Date