

**Wesley House Family Services
Position Description**

Position Title: Family Support Worker

Department: Community Based Care (CBC)

Purpose: Responsible for providing support services to the Full Case Management program. The support services include but are not limited to the following: transportation for clients (adults and children), supervising visitation, and performing administrative tasks.

Reports To: CBC Manager

Funded By: Citrus Family Care Network

Classification: 1 FTE, Non-Exempt

Responsibilities:

1. Transports clients.
2. Supervises visits between clients and family members
3. Completes administrative tasks related to the functions and responsibilities of the Family Support Worker
4. Completes other tasks as assigned.

Performance Measurements:

1. Transports clients effectively and timely.
2. Supervises Visitations
3. Completes administrative tasks related to the functions and responsibilities of the Family Support Worker
4. Completes other tasks as assigned.

Qualifications:

- High school graduate or general equivalency diploma; CDAE or AA degree preferred
- Demonstrate a passion for ensuring children have safe, loving families in which to grow.
- Experience with 0-18 year client population; working with children and families that are in a high-risk situation.
- Demonstrate the ability to engage parents, caregivers, community partners and children and communicate in an effective manner.
- Demonstrate independent decision making and flexible scheduling.
- Effectively organize and manage the work environment and establish and organize routine office procedures
- Ability to prioritize many tasks and meet deadlines.
- Demonstrate understanding of personal and client safety
- Demonstrate appropriately effective oral and written communication skills
- Demonstrate use of technology in daily work activities.
- Demonstrate proficient use of software programs such as Word, Excel and Outlook.
- Physically Active Work. Exerts up to 30 Lbs. of force and/or lifting occasionally
- Valid Florida Driver's License
- Valid Florida Auto Insurance

Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on _____, _____, 20_____.
(Month) (Day) (Year)

Family Support Worker (Signature)

FCM Supervisor (Signature)

Family Support Worker (Print)

FCM Supervisor (Print)