

Community Action of Southeast Iowa In-House Ad

Please Post: January 25, 2024 to January 31, 2024

Title: Family Development Specialist – CSBG

Base: Eichacker Center, Ft Madison

Salary: \$ 15.81 per hour (A.A.) / \$17.12 (B.A.)

Classification: Full Year/Full Time – 40 hours per week.

JOB DUTIES INCLUDE (but are not limited to):

1. Maintain confidentiality.
2. Serve as an advocate for low-income families.
3. Maintain records and submit necessary reports and forms in a timely, appropriate and clear manner.
4. Data entry of all participants' family information into computer on initial visit to center; update every time assistance is received.
5. Work with a caseload of families toward self-sufficiency.
6. Conduct family needs assessments.
7. Make home visits as needed to follow up with families to assure all needs are met.
8. Assess family's progress in meeting goals; revise if necessary.
9. Provide job counseling for participants; help with applications for employment and maintaining employment.
10. Make necessary participant inter- and intra-agency referrals; follow up with these referrals.
11. Be knowledgeable of the CSBG work plan; be familiar with all programs offered by Community Action; must have knowledge of county and/or available resources.
12. Work with LIHEAP program, accepting and processing energy assistance applications for clients.
13. Work with families on developing their personal budgets.
14. Provide food pantry services and assist with coordination of nutrition training sessions.
15. Must be a team player and work with all center staff members to serve participants in a quick and positive manner.
16. Attend trainings and staff meetings as requested by supervisor.
17. Model professional behavior and dress code.

JOB QUALIFICATIONS:

1. Minimum of an Associate's (A.A / A.S.) degree or equivalent from two-year college or technical school, prefer Bachelor's degree (B.A. / B.S.). Must have experience working with families.
2. Have or obtain the Family Development Specialist Certification within one year of hire.
3. Must be 18 years of age.
4. Must have strong organizational and communication skills; know basic computer system operations working with Microsoft Windows programs such as Word, Excel and Access. Must be able to learn and use program specific web-based client tracking system.
5. Must have valid driver's license, be insurable on Agency's policy and have access to reliable, properly insured vehicle on a regular basis.
6. Must be able to lift/move up to 25 pounds on a regular basis.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601 or call (319)753-0193, and submit an updated agency application by 5:00 pm Wednesday, January 31, 2024.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no current staff applies for this position.

Affirmative Action / Equal Opportunity Employer