

**COMMUNITY ACTION OF SOUTHEAST IOWA**  
**JOB DESCRIPTION**

Job Title: Family Development Specialist  
Program: Family Development & Self Sufficiency (FaDSS)  
Reports to: FaDSS Coordinator  
Classification: Regular

**SUMMARY:** Works with targeted families in the Family Development and Self-Sufficiency Program, to help clients develop own achievable goals, workable plans and achieve self-sufficiency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned as needed.

1. Maintain confidentiality.
2. Follow the FaDSS program Code of Ethics.
3. As a Mandatory Reporter, will report suspected adult/child abuse immediately by following established guidelines.
4. Recruit clients, maintain a full case load of clients and maintain client files to meet FaDSS standards.
5. Prepare general business correspondence as needed. Will be required to do a significant amount of computer work to prepare necessary documentation regarding clients and home visits.
6. Meet with participants in their home or virtually if deemed appropriate to establish service intensity, to establish and monitor family goals and progress, and to strategize appropriate action plans.
7. Meet with family members, individually and as a whole.
8. Conduct family assessments and screenings as needed.
9. Assist family members with setting short and long-term goals.
10. Refer family members to appropriate agencies, organizations, and other services, and accompany if needed.
11. Meet with other service providers to assist families in reaching goals.
12. Assess and monitor family health status.
13. Assist families in becoming involved in the community and/or school functions.
14. Work in the office with other Community Action Neighborhood Center staff and develop a good working relationship.
15. Be self-starter, motivated, organized, dependable and open to challenges.
16. Must have knowledge of the county and available resources.
17. Will drive regularly on a weekly basis to visit clients and other job responsibilities. Must have regular availability to insured, mechanically sound vehicle.
18. Prior experience or demonstrated knowledge of public speaking, working with groups and organizations.
19. Model professional behavior and dress code.
20. Use the "Goal for It" goal setting framework to assist families with setting achievable goals
21. Attend the "New FaDSS Worker" training in Des Moines within 1 year of hire (two day training)

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Prefer Bachelor's degree in social work, human services or service-related field; at minimum employee must have an Associate's degree (A. A.) or equivalent from a two-year college or technical school and experience working with families and be able to maintain client confidentiality. Prefer employee have previous home visitation experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, technical procedures or governmental regulations. Employee must have ability to write reports and business correspondence; ability to effectively present information and respond to questions from groups of clients and the general public. Strong interpersonal communication skills are a must. Strong listening skills are required.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and area. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to help clients set up practical family budgets and simple financial business.

**COMPUTER SKILLS:** Must have experience with computers, and be proficient in Microsoft Office programs, Internet, and email. Be familiar with spreadsheets and data bases. Have ability to learn program specific software programs in a timely manner.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES AND LICENSES:** Must have a current driver's license and have or the ability to receive Family Development Certification within one year of hire; have or receive Mandatory Reporter training within one month of hire.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is regularly required to climb stairs; drive and get in/out of vehicles; stand and walk. The employee must be able to regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to twenty five (25) pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus. Must be able to get in and out of client homes

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is regularly required to make home visits in all types of weather conditions, including (but not limited to) rain, wind, sleet or snow.

Revised: 08/2016, 09/2018, 03/2020, 09/2021

Reviewed by: Sheri M. Wilson, Executive Director Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_