

JOB DESCRIPTION

Family Development Associate

POSITION: FAMILY DEVELOPMENT ASSOCIATE
DEPARTMENT: COMMUNITY SERVICES
REPORTS TO: COMMUNITY SERVICES DIRECTOR
CLASSIFICATION: REGULAR FULL TIME
EMPLOYEE STATUS: NON-EXEMPT

AREAS OF RESPONSIBILITY: Gathering, compiling and maintaining data on the needs of all program participants; providing outreach, referral, and case management; and promoting fund raisers. Be aware of the availability of services and coordinate with other area service agencies.

MAJOR DUTIES:

1. **Provide outreach**, referral and Case Management Services to *SENCA* families.
2. Implement the Family Development program to include outreach, needs assessment, home visits, goal setting, planning and implementation to families as designated by the agency.
3. Recruit program participants for all *SENCA* programs.
4. Provide basic intake and income verification services for all *SENCA* programs.
5. Gather, compile, and maintain data on needs of all *SENCA* program participants of all age groups including, but not limited to families in crisis, elderly, low-income, and homeless persons, and utilize the information in meeting the needs of these families/ individuals.
6. Assist low-income individuals/ families within assigned *SENCA* service area with emergency services.
7. Educate low-income participants to promote their awareness of the availability of existing *SENCA* and collateral service agency resources.
8. Develop new and innovative programs necessary to enhance all services available to participants.
9. Recruit, train, and supervise volunteers to provide assistance and assure partial responsibility for the daily work load and activities, and to ensure participant confidentiality and completeness/ accuracy of required paperwork.
10. To promote awareness of all Community Service projects in order to generate local support through media and public relations efforts, encouraging fund raising and secure funding from local area business and/ or private individuals to assist in maintenance of appropriate programs.

JOB DESCRIPTION - FAMILY DEVELOPMENT ASSOCIATE - CONTINUED

11. Submit accurate paperwork on a timely basis and comply with all Agency department and funding source guidelines.
12. Serve as the local staff advisor for the low-income election process and the appointment of Public Official and Private Interest members to the Board of Directors.
13. Maintain cleanliness throughout office area.
14. Perform other duties as assigned by supervisor in keeping with the efficiency and effectiveness of community services.

MINIMUM QUALIFICATIONS:

1. Experience in human services field highly desirable.
2. Excellent interpersonal, communication, public relations, and interviewing skills.
3. High degree of organizational and time management ability required.
4. Ability to work under minimal supervision and accept responsibility for plans of action.
5. Must be willing to work flexible hours as required to meet the needs of the clients.

OTHER REQUIREMENTS:

1. Possess the capability to learn and implement new and improved procedures and techniques in all areas of the Community Services Department.
2. Be able to provide support transportation to meet the needs of the clients.
3. Be able to travel on agency business and attend out of area training meetings and/or conferences as required by supervisor.
4. To be knowledgeable of all *SENCA* programs/services and minimum guidelines for participation.
5. To be aware of existing community resources and how to utilize them.
6. Establish and maintain an effective working relationship with funding sources, staff, volunteers, Board Members, Public Officials, collateral agencies, community leaders, organizations, low-income persons, the news media and the public at large.
7. Must have the ability to empathize with program participants.*
8. Maintain ones self at all times so as not to bring discredit upon themselves or the agency.

JOB DESCRIPTION - FAMILY DEVELOPMENT ASSOCIATE - CONTINUED

- 9. Be willing to become certified (and maintain certification) in the Family Development Program within 2 years from the date of employment. (not currently required)
- 10. Able to work with others using a team model and to follow basic teamwork principles.*
- 11. Understand and comply with the agency's Equal Opportunity Policy, Drug and Alcohol Free Workplace Policy, Confidentiality of Information Policy, Safety Plan and Personnel Policies.

* Necessary at time of hire.

APPROVED BY:

Equal Opportunity Officer

Executive Director

I have read, understand, and received a copy of the above Job Description and agree to perform the duties contained herein and further agree to abide by all other sections of the above Job Description

Employee Signature Date _____

cc: Employee
 Department Head
 Personnel File