

FAMILY SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position provides support to improve healthy family and parenting choices among families in Herkimer County. As part of the Healthy Families NY program, this position works closely with the team of educators and supervisors to support the well being of parents, children, and families through the use of evidence-based health education and parenting curricula delivered through home visits. The work is performed under the general supervisor of a Senior Family Support Specialist with leeway allowed for the use of independent judgement in carrying out work activities. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Identifies, recruits, and interviews families to assess health and social service needs of families and children;
- Provides interventions/referrals that are family centered to appropriate social services agencies;
- Maintains a caseload of families and children and conducts regular home visits to assist families in strengthening the parent-child relationship;
- Assists parents in improving parenting skills to optimize the home environment and increasing the family's ability to problem solve;
- Maintain accurate records regarding referrals and home visits;
- Ability to use office equipment to gather, record, retrieve, collate, copy and disseminate information;
- Attends case reviews, staff meetings, parent meetings and other meetings as directed;
- Assists families in establishing goals and develops a plan to accomplish goals;
- Prepares a wide variety of reports and records related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of child development and family relationships; working knowledge of laws and regulations of child abuse and neglect; working knowledge of community resources; ability to interview clients with respect to sensitive information and confidentiality; ability to effectively work with others; ability to prepare written reports; ability to effectively communicate both verbally and in written form; ability to exercise discretion and sound judgement; ability to operate office equipment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND one year of paid experience working with children, infants and/or families.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Drivers License at time of appointment and possession of license throughout appointment.
2. Must have New York State Registry of Child Abuse clearance.

Competitive Class
Adopted 9/20/2023 PO