

## **CHILD DEVELOPMENT CENTER, INC. POSITION DESCRIPTION**

**POSITION:** Family Support Specialist

**DEPARTMENT:** Early Intervention and Family Support Services

**ACCOUNTABLE TO:** Part C & FES Director

**SUMMARY OF WORK:** Develops, implements, and evaluates Individualized Family Service Plans (IFSP's); makes family visits and contacts; maintains records; coordinates with other professionals; advocates for families; participates in agency responsibilities; and maintains professional development, public relations, and specialized family care.

### **JOB CHARACTERISTICS:**

**Nature of Work:** This position performs moderately complex administrative and technical duties requiring responsiveness and sensitivity to family needs. Requires organizational, planning, evaluation, and documenting skills. Position involves travel and sometimes in adverse conditions. May be subject to contagious diseases and hostile family members. Must be able to deal with crisis situations. Position may work outside normal hours to meet with families. Deals with sensitive information and maintains confidentiality.

**Personal Contacts:** Daily contact with children and families; coordination of duties with other professionals and agencies.

**Essential Functions:** Position requires ability to: communicate orally and in writing; evaluate; interpret results; design programs; process data; provide home-based intervention; travel; maintain records; schedule; budget; orientate; maintain files; develop materials; and lift heavy objects.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:** Selects appropriate information gathering strategies and methods for each specific family situation; selects appropriate screening and assessment instruments; gathers child-related and family information; administer multi-dimensional assessments; performs analysis; identifies strengths, resources and concerns; interprets child evaluation results with family, prioritizes outcomes and strategies with families; completes Individualized Family Service Plan (IFSP) with families and other designated team members; designs and writes prescriptive programs for IFSP objectives; develops clear, measurable objectives for education programs; reviews objectives monthly and document Home Visit and Contact records; obtains baseline/probe data and performance data for program accountability; completes teaching activities to accomplish objectives and promote family independence; reassesses each child at least once a year; reviews, revises and modifies IFSP to reflect changes; reviews IFSP outcomes with family; gives families all related information so they can make informed decisions; assists them in obtaining services, resources and informal supports.

Offers and provides direct home-based intervention, education and support services; makes objective-related contacts at least monthly but the frequency and intensity depends upon needs of the family; demonstrates respect for each family's major cultural and sociological differences; comes to a mutual agreement with family regarding visits; develops and uses individualized strategies to teach each family; makes available a variety of materials; provides emotional support to families.

Maintains records of each family; completes Services Agreement Policy; gives family a copy of the IFSP document; establishes and monitors budgets and writes appropriate objectives; ensures that data reflects objectives; completes consent form for each family; submits contact records, time sheets, and travel reimbursement forms at appropriate times.

Advocate for the rights and services of families and children; advises families of their rights and responsibilities according to law, including the Family Support Specialist's role as a mandatory reporter of abuse and neglect. Attends meetings as an advocate for families.

Assumes responsibility for a caseload of families; attends meetings with families, and other professionals and service providers; attends staff meetings; participates in committee/outside projects; maintains accurate calendar of schedules and appointments; serves as a model and provide information and training for intern/practicum students.

Attends in-service programs, professional workshops, seminars and conferences; assists in the development and presentation of CDC in-service programs; participates in professional discipline and trans-discipline meetings for professional development.

Educates community regarding CDC philosophy and services; assists in development of public relation materials; participates in community projects such as child find, demonstrations, and presentations.

## **JOB REQUIREMENTS:**

**Knowledge:** This position requires a familiarity with developmental disabilities and other disabling conditions, development and children's issues; understanding of current philosophy and methods including - family-focused, developmental, functional, least restrictive alternative, integration, mainstreaming, and positive practices in promoting behavior change; working knowledge of community agencies and resources for families.

**Skills:** This position requires skills in the use of audio/visual equipment; skills in design, implementing, and modifying family plans; familiarity with computers and Microsoft Suite software.

**Abilities:** This position requires the ability to: teach parents; provide information; travel; make good immediate judgment decisions; provide emotional support; accurately document activities; exhibit professional appearance and manner; prepare timely and complete reports; adhere to standards of confidentiality; communicate effectively orally

and in writing; follow verbal and written instructions; establish effective working relationships with fellow employees, supervisors, and the public.

**EDUCATION AND EXPERIENCE:**

A bachelor's degree from an accredited college or university with emphasis in early childhood, special education, psychology, or a closely related human service discipline with a strong behavioral and developmental background, is required.

Upon hire applies for Type I certification and becomes Type II certified within two years as a Family Support Specialist with the State of Montana.

Must possess a valid Montana driver's license and have reliable insured transportation.

Ability to pass a background check.

**JOB PERFORMANCE STANDARDS:** Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Capably designs, implements, and evaluates IFSP.
- Selects appropriate strategies for assessment.
- Performs teaching activities to accomplish objectives.
- Assists families in obtaining services and resources.
- Provides home-based intervention, education, and support services.
- Advocates for the rights and services for families.
- Advises families and provides emotional support.
- Educates community about CDC philosophy and services.
- Monitors budgets and expenditures from contracts.
- Keeps updated on current philosophies and methods in field.
- Demonstrates good judgment.
- Is able to travel extensively to perform duties.
- Has physical stamina to perform duties.
- Able to work outside normal hours.
- Adheres to standards of confidentiality.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Exhibits professional appearance and manner.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees supervisors and the public.

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Employee Signature

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Date