



Presbyterian Children's Homes and ServicesSM

The PCHAS Way

The work of all employees is designed to carry out the Agency Plan:

- The Agency's Mission
- The Philosophy of Care
- The Department's Operational Plan
- Excellent Training
- Effective Supervision
- Continual Evaluation
- Sound Business Practices

Job Description

Job Title: Child & Family Specialist

FLSA Status: Exempt

Reports to: Child & Family Supervisor

Authorized Driver: Yes

Supervision Responsibilities: No

Prepared Date: January 20, 2020

Position Summary:

This position will provide strength based, family focused and goal driven Christ centered services to children and their families. This position reports to a Child & Family Supervisor and provides individual services that can include: in-home case management, attachment-based parenting curriculum and support and counseling on a limited basis.

Essential Job Functions:

- To be knowledgeable of local needs and available services for children and families
- To publicize PCHAS presence as a professional liaison with the social service community and speak at churches and community groups when requested
- To make home visits to conduct need assessments, develop plans of service and provide holistic case management services to meet individualized needs of the family
- To provide psychoeducational parent training to equip families to demonstrate these skills with their children
- To assist and encourage families to advocate for and coordinate all needed services toward the goal of achieving self-sufficiency
- To maintain all documentation in the CSWIS data system in an ethical and timely manner
- To communicate, collaborate and organize with community partners to provide the best possible community resources for children and their families

Working Conditions:

This position is most often housed in a Presbyterian church with normal office equipment (laptop computer, copier, office furniture). Much of the work other than scheduling and case documentation is spent outside the office doing home visits, face to face contact with clients, and

resource networking with other community providers. This position must have reliable transportation and an acceptable driving record in order to provide in-home services to families.

Job Requirements:

This position must have competence in conducting assessments, service planning and providing case management and parenting psychoeducation delivery to families. The ability to work with a variety of human problems and competence in managing crisis intervention is required. Social work skills to promote empathy and positive professional/client relationships are required. Strong organizational skills, time management and flexibility in work hours are required. An ability to utilize computer skills and be efficient with documentation within a client-based computer system is essential. Essential to this position are excellent verbal and written communication skills and the ability to be efficient in recording case documentation. Minimum requirements for this position include: MSW, LPC-I, or equivalent with two year experience of working with families. Licensure is required and clinical licensure is encouraged.

Other Requirements:

Must hold a valid driver's license, have and maintain a risk-free driving record. Must be willing to undergo initial and periodic child abuse/neglect, criminal history, sexual offender, and child care/elder care disqualification list screenings. As requested, must submit fingerprints for review by the state of your employment and Federal Bureau of Investigation (FBI). Must undergo a pre-employment drug screen and a pre-employment physical with the results showing no evidence of communicable disease.

Christian Commitment:

Presbyterian Children's Homes and Services is a faith-based Christian organization. We provide Christ-centered care and support to children and families in need. We strive to serve like Jesus. We meet our clients where they are and treat them with respect. We focus on our clients' strengths rather than their problems. And we encourage our clients to focus on their future rather than their past. When we do this well, we help our clients find hope and know the love of God.

Disclaimer:

I have read and understand the responsibilities, qualifications, and demands of this job position and I have had the opportunity to review this job description with my immediate supervisor. I understand that the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of me. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

_____ Employee Print Name	_____ Employee Signature	_____ Date
_____ Supervisor Print Name	_____ Supervisor Signature	_____ Date

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT

