



JOB DESCRIPTION: FAMILY SPECIALIST

Job Summary

To provide on-going monitoring, support, and case management services to foster/adopt families and clients.

Responsibilities

General:

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to the Child Abuse Hotline and then the Program Coordinator/Director and documents the incident within 24 hours
- Establishes relationships and communicates with children, managing conservators, foster/adopt families and Treatment Team members
- Identifies and seeks resolution for potential problems arising with foster/adopt parents, staff, or other involved parties
- Maintains client and family electronic records
- Attends trainings, conferences, workshops, seminars, and any other programs to ensure that 20 hours of continuing education in a year is completed
- Attends staff / agency meetings
- Completes other duties as assigned by the Program Coordinator / Program Director

Foster/Adopt Family Development and Monitoring:

- Provides assistance and support to foster families so that they remain in compliance with DFPS Minimum Standards and Pathways' Policies and Procedures
- Assists foster/adopt parents in documenting how they are working on Service Plan goals
- Conducts and documents monthly and quarterly visits to all assigned foster/adopt homes
- Provides training during quarterly visits to all assigned foster/adopt homes
- Creates and ensures compliance with Action/Safety Plans
- Uploads/completes all documentation within 2 business days

Client Placement and Monitoring:

- Responds to all internal referrals for placement
- Identifies and prepares families and children for placement
- Conducts placement and completes all required placement documentation/training (when necessary)
- Conducts 7-Day Follow-Ups (post-placement) to ensure the child's well-being and safety
- Assesses and ensures the child's well-being and safety on an ongoing basis
- Schedules and facilitates service plan meetings and the development and implementation of Service Plans
- Monitors foster/adopt homes and services provided to children through monthly contacts (at minimum)
- Ensures that all educational services are provided to the child and links assessments and plans to meet the child's educational needs in the public school setting (including attending ARD meetings and requesting special services through the school to meet the child's educational needs)
- Ensures that all medical, dental, and other health related appointments are attended within required timeframes
- Attends court hearings and permanency planning meetings and shares information with the child's legal representative(s) and Treatment Team
- Completes monthly documentation on how the child is progressing on Service Plan goals

- Plans, implements, and reviews behavioral interventions in conjunction with the CPMS, Program Director, and/or Treatment Director
- Uploads/completes all documentation within 2 business days

Supervisor: Program Coordinator / Program Director

Supervises: N/A

Work Hours: This is a full-time, minimum 40 hours per week position. Work hours set by the Family Specialist (and approved by the Program Coordinator/Director) with allowances in scheduling to be available to meet with staff, children, and families during times and dates convenient for all parties involved (i.e. evenings and weekends)

Classification: Exempt

Education & Experience

- **Option 1** – A Master's degree in a human services field from an accredited college or university and one year of supervised child-placing experience; the degree must include the following:
 - a minimum of 9 credit hours in graduate level courses that focus on family and individual function and interaction; or
 - at least 350 hours of formal, supervised field placement or practicum with a social service or human services agency;
- **Option 2** – A Master's degree from an accredited college or university and two years of supervised child-placing experience;
- **Option 3** – A Bachelor's degree in a human services field from an accredited college or university and two years of supervised child-placing experience;
- **Option 4** – A Bachelor's degree from an accredited college or university and three years of supervised child-placing experience;
- **Option 5** – A Bachelor's degree from an accredited college or university and direct supervision from a person meeting one of the above qualifications.

Knowledge, Skills, & Abilities

- Thorough working knowledge of needs of children placed in substitute care
- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Effective oral and written communication skills
- Skilled in approaching care/services from a strengths-based perspective
- Competent in using Microsoft Word, Excel, Power Point, Go To Meeting, the Internet, and other software applications
- Effective organizational skills

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Proof of valid/current auto insurance
- Copy of official state driving record
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen
- Working cellular telephone at all times for on-call and after-hours availability

Physical Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

Family Specialist Printed Name

Family Specialist Signature

Date

Program Director Signature

Date