

Crossroads for Women

Job Title: **Family Specialist**
Program: Clinical
Reports to: Clinical Director
Hours: Part-Time
Pay Range: \$16,000-\$18,000

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

Summary

Under indirect supervision, plans, implements and provides comprehensive family services including; family assessments, psycho-education, parenting skills training and case management services to participants of the Crossroads for Women Programs. Provides services in a home-based or office setting. Personal transportation required to complete job duties. Ensures adherence to agency Policies and Procedures.

Minimum Requirements: Bachelor's Degree in social work or a combination of relevant education, training, and experience totaling 4 years. Has an understanding of the dynamics of substance abuse, mental health issues, homelessness, interpersonal violence, and the impact on family and child development. Ability to work effectively in a rapidly changing, multi-task, crisis oriented environment. Ability to work independently and as part of the team to ensure that the highest quality and most relevant services are provided to clients. Works within the parameters of Federal, State and local funding and agency guidelines. Crisis management experience a plus. Willingness to work with other agencies and develop collaborations for service provision. Conduct relationships in such a way as to promote mutual respect, public respect, and improvement of services. Ability to adhere to strict standards of confidentiality. Access to own vehicle and valid New Mexico Driver's license. Twenty-one years of age. Must obtain NCIC background clearance. Bilingual (English/Spanish) a plus.

Description: This position is responsible for initiating and maintaining regular weekly and long-term (up to five years) contact and support with families. This activity occurs primarily in the home and is intensive (each visit should last one hour). The interventions are family-centered and strength-based and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family's ability to problem solve and assume the role of advocate for themselves and their children. The Family Specialist is responsible for assisting the family in establishing goals and a plan for accomplishment of these goals as well as the assessment of the normal growth and development of the child. The Family Specialist recognizes that the interests of clients are their primary responsibility. They are to foster maximum self-determination on the part of the client, to provide crisis intervention, personal and legal advocacy, and individual life skills training for clients and their children. Help clients with positive goal setting. Answer the after-hours crisis line.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit, stand, walk, lift furniture, reach, kneel, drive a vehicle and crouch. The employee frequently is required to use hands and fingers to handle or feel; and talk; or hear. The employee must occasionally lift and/or

move up to 35 pounds. Specific vision abilities required by this job may include close vision, distance vision, and depth perception. Basic computer skills (word processing, internet and e-mail). Speak and hear face to face.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and Responsibilities:

Provide family support services for clients including but not limited to the following:

1. Provides home-based family assessments and determines needed services based on assessment outcomes.
2. Develops, implements, and provides individual and group parenting skills training to families.
3. Provides psycho-education related to parenting and co-occurring disorders, and other family issues as identified.
4. Provides case management, as appropriate, for family related matters in coordination with the client's primary case manager.
5. Intervenes and advocates for the family with educational entities involved.
6. Consults with other agencies and care providers, as appropriate, to provide comprehensive treatment for clients served; makes clients referrals when indicated.
7. Establishes and maintains case files, referrals and other related documents for the treatment of clients; prepares required documentation related to the clients care.
8. Provides transportation to families as needed to facilitate service delivery.

Reporting Requirements:

1. Prepare daily/monthly/quarterly/annual reports and documentation, as required to meet funding and agency requirements.
2. Maintain accurate records and other documentation of client care services and activities in accordance with agency standards including; case notes, client surveys and outcome data.
3. Acts as mandated reporter required by law.

Administrative:

1. Attends training and staff meetings, as required.
2. Attends community meetings and committees on behalf of and in support of Crossroads as assigned by the Clinical Director or the Executive Director.
3. Abide by confidentiality standards required by Crossroads, State and Federal statutes
4. Be cross-trained in other areas of Crossroads support services.
5. Provide services within the parameters of agency policies and procedures.
6. Performs various administrative functions as appropriate; prepares administrative and programmatic correspondence; may participate in a variety of research projects to develop service plans and propose changes to program policies and procedures; may serve as liaison to community organizations.
7. Other duties as assigned by the Clinical Director or the Executive Director on an as needed basis.

Crossroads for Women is an EEO employer. If interested please send your resume, cover letter and three professional references to: KC Quirk Executive Director Crossroads for Women 805 Tijeras NW Albuquerque, NM 87102 or e-mail them to exec.dir@crossroadsabq.org