



Title Family Resource Aide	Department Family Support Services
Reports to Family Support Services Supervisor	FLSA Class Non-Exempt
Supervises others No	Location Tempe
<p><u>SHIFT:</u> Typical schedule: Schedule will be determined in conjunction with the Family Support Services Supervisor and will vary to meet the needs of the clients and families. Days of the week may vary; evening and weekend hours as necessary.</p>	
<p><u>POSITION SUMMARY:</u> The Family Resource Aide provides rest and relief for referred foster families and youth in the Children’s Behavioral Health System. This service can be provided at home or in the community. This position may conduct living skills sessions to referred families as directed by the Family Support Services Supervisor.</p>	
<p><u>ESSENTIAL FUNCTIONS:</u></p> <ol style="list-style-type: none"> 1. Provides rest and relief for referred families and youth in the Children’s Behavioral Health System at home or in the community. 2. Provides structured activities in safe settings. 3. Engages the child in recreational activities that support his/her constructive interests and abilities. 4. Teaches boundaries in one’s personal space. 5. Develops community interaction skills. 6. Role models effective ways of working with those who have challenging behaviors. 7. Conducts and lead socialization activities. 8. Teaches youth how to identify, manage and understand their individual challenges. 9. Teaches young people independent living, social, and communication skills to prepare them to live and participate in their family and community and function independently. Topics include self-care, budgeting, social support development, use of community resources, transitioning to adulthood and having a voice in the services they receive, healthy leisure and community activities, and effective communication. 10. Maintains business travel expense records and submits documentation to the Program Supervisor on a monthly basis. 11. Commits to attending all program meetings and in-service trainings. 12. Attends and completes a minimum of 24 hours of job-related training. 13. Schedules and attends a minimum of 4 hours of supervision per month. 14. Ensures the safety, health and welfare of staff and clients at all times. 15. Acts as a positive role model and mentor for parents, children and families. 16. Completes required reports and documentation in a timely manner, provides management with required reports and advises of any problematic situations. 	
<p><u>MARGINAL FUNCTIONS:</u></p> <ol style="list-style-type: none"> 1. Other duties as assigned, verbally or in written form. 	
<p><u>MINIMUM QUALIFICATIONS:</u></p> <ol style="list-style-type: none"> 1. Associate’s Degree in Human Services or related field and one year of experience with human services, child welfare services and/or families or meet the behavioral health requirements of a Behavioral Health Paraprofessional (BHPP) with a minimum of two years’ experience with human services, behavioral health and/or families. 	

2. Ability to obtain and maintain a valid unrestricted Level One Fingerprint Clearance Card.
3. As per the R9-20-204 of the Arizona Statue the minimum age requirement is 21.
4. Must meet the requirements to be a safe transporter and driver. Must possess a current Arizona State Driver's License and have an acceptable driving record for the past three (3) years. Must have personal vehicle liability insurance and vehicle registration as required.
5. Must be able to pass a DCS Clearance with no substantiated reports.
6. When required, the ability to pass a criminal background clearance check, drug screen, and if requested a physical exam.
7. Must be able to work a flexible schedule.
8. Must be able to maintain a high level of confidentiality.
9. Must obtain and maintain CPR and First Aid certification.

KNOWLEDGE

1. Strong knowledge of overall company operations and policies and procedures.
2. Experience working with families with multiple risk factors, safety issues, and desired behavioral changes.

SKILLS

1. Demonstrated ability to manage multiple projects.
2. Ability to function independently and as a member of a team in a multi-task environment.
3. Must have excellent oral and written communication skills.
4. Must have excellent organization and time management skills.
5. Proficient in the use of computers and associated software.

PERSONALITY/OTHER

1. Ability to build and maintain positive internal and external relationships.
2. Ability to provide exemplary customer service to all employees and outside constituents.
3. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly changing business conditions.

WORK CONDITIONS and PHYSICAL REQUIREMENTS:

This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or significant risk to the health and safety of themselves or others in the workplace, because physical requirements cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment. Notify the Human Resources Department if you require any accommodation(s) to perform any of the essential functions of this position.

This position will require exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Physical Requirements			Conditions
<input checked="" type="checkbox"/> Climbing	<input checked="" type="checkbox"/> Balancing	<input checked="" type="checkbox"/> Stooping	Environment: <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Extreme temperatures <input checked="" type="checkbox"/> Wet and/or humid <input type="checkbox"/> Dust <input type="checkbox"/> Limited/office environment Hazards: <input checked="" type="checkbox"/> Physical Activities <input checked="" type="checkbox"/> Volatile clientele <input checked="" type="checkbox"/> Potential exposure to contagious diseases due to frequent interaction with clientele
<input checked="" type="checkbox"/> Kneeling	<input checked="" type="checkbox"/> Crouching	<input checked="" type="checkbox"/> Reaching	
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/> Pushing	
<input checked="" type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Lifting	<input checked="" type="checkbox"/> Grasping	
<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Hearing	<input checked="" type="checkbox"/> Talking	
<input checked="" type="checkbox"/> Tactile sense	<input checked="" type="checkbox"/> Repetitive motions		
<input checked="" type="checkbox"/> Visual acuity (color, depth perception and field of vision)			
<input checked="" type="checkbox"/> Minimum of 1 hour of continuous driving per trip			

IMPORTANT NOTICE:

This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Human Resource Training, Inc. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason.

or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time.

ACKNOWLEDGEMENT:

I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Department if I require an accommodation to perform any essential function(s) of this position.

I do* or do not require an accommodation to perform the essential functions of this position.

* Employee Completes the Request for Accommodation Form.

Prepared by: Jennifer Kacprowicz, PHR, SHRM- CP
Title: Director of Human Resources

Approved by: Dawn Wallschlaeger, MSW
Title: Director of Behavioral Health

Employee Name (Please Print)

Date

Employee Signature