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| **Title**  Family Connections Consultant I | **Department**  Parenting Skills Program |
| **Reports to**  Family Connections Supervisor | **FLSA Class**  Non-Exempt |
| **Supervises others**  No | **Location**  Tempe |
| **SHIFT:**  Typical schedule: Schedule will be determined in conjunction with the Family Connections 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. | |
| **POSITION SUMMARY:**  The Family Connections Consultant I (FCC) provides services to referred families as outlined in the Arizona Family Connections manual to include: intake; outreach and engagement; concrete/emergency services; comprehensive family assessment, including the use of standardized assessment instruments; outcome driven service plans with UBSMART goals; change focused intervention; evaluation of change; and service closure. Family Connections is a multi-faceted community-based practice model that works with vulnerable families in their homes, in the context of their neighborhoods, to help them meet the basic needs of their children, prevent child maltreatment and/or eliminate danger. | |
| **ESSENTIAL FUNCTIONS:**   1. Accepts Family Connections referred families from FC Supervisor. 2. Conducts initial outreach and engagement, Comprehensive Family Assessment (CFA), service planning, change focused intervention, evaluation of change (EOC), and service closure according to outline provided in Foster Connections manual. 3. Communicate with FC Supervisor before initial outreach, after initial outreach, during the CFA to include trauma informed approaches, regarding any client resistance to services including declining services or missed appointments, during service planning, during change-focused intervention, during evaluation of change, and before service closure. 4. Meets with the parent/ caregiver in-person one (1) time per week, for a minimum of one (1) hour, over a maximum of 150 days (five months) and conduct additional virtual, or telephone contact as required by the family to meet behavior change goals for level one referrals; or meets with the parent/caregiver in-person two (2) times per week, for a minimum of one (1) hour, over a maximum of 150 days (five months) and conduct additional virtual, or telephone contact as required by the family to meet behavior change goals for level two referrals. 5. Ensures that all services, procedures, and forms provided are culturally relevant, linguistically appropriate and gender responsive (including Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ). 6. Observes all children residing in the household at least one time per week, regardless of relationship to the parent/caregiver engaged in FC. 7. Reports any abuse or neglect in the family while the case is open and submits Incident Report to the Department of Child Safety, Program Director, Director of Compliance, and Program Supervisor. 8. Completes client documentation in HRT client database according to contract deadlines. 9. Attends and completes a minimum of 15 hours of job-related training per FC manual. 10. Ensures the safety, health, and welfare of staff and clients at all times. 11. Models and ensures all program norms are upheld without compromise. 12. Acts as a positive role model and mentor for parents, children, and families. 13. Treats others with respect, confronts negative behavior, and supports confrontation. 14. Attends and participates in all required meetings including individual supervision and monthly group supervision as outlined in the FC Manual. | |
| **MARGINAL FUNCTIONS:**   1. Other duties as assigned, verbally or in written form. | |
| **MINIMUM QUALIFICATIONS:**   1. Bachelors’ Degree in Social Work or related qualified bachelor’s degree, and a minimum of one year of human services work related experience. 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 of a safe driver. Must possess a current Arizona State Driver’s License and have an acceptable driving record for the past three (5) years. Must have personal vehicle liability insurance and vehicle registration as required. a) No Driving while intoxicated (DWI) or Driving Under the Influence (DUI) during the life of the Contract or in the five (5) years preceding the Contract. (b) No at-fault Accidents during the life of the Contract or in the five (5) years preceding the Contract. (c) No more than two (2) moving violations during the life of the Contract or in the five (5) years preceding the Contract. (d) No more than one (1) excessive speed (per the A.R.S. §28-701.02) violation during the life of the Contract or in the five (5) years preceding the Contract. 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 including marijuana, 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 Arizona Family Connections process, practice, and components. 2. Skills, knowledge, and ability to instruct clients in the following topics: child development, home management, personal problem solving, accessing community services, and supports domestic violence issues, appropriate discipline and childcare techniques and age-appropriate parenting skills.   **SKILLS**   1. Deliver services in a culturally competent, gender responsive manner. 2. Demonstrated ability to manage multiple projects. 3. Ability to function independently and as a member of a team in a multi-task environment. 4. Must have excellent oral and written communication skills. 5. Must have excellent organization and time management skills. 6. 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 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 5 pounds of force constantly to move objects. | |
| **Physical Requirements** | **Conditions** |
| Climbing  Balancing  Stooping  Kneeling  Crouching  Reaching  Standing  Walking  Pushing  Pulling  Lifting  Grasping  Seeing  Hearing  Talking  Tactile sense  Repetitive motions  Visual acuity (color, depth perception and field of vision)  Minimum of 1 hour of continuous driving per trip | **Environment:**  Noise  Extreme temperatures  Wet and/or humid  Dust  Limited/office environment  **Hazards:**  Physical Activities  Volatile clientele  Potential exposure to contagious diseases due to frequent interaction with clientele |
| **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:** Katie Lyon, LPC  **Title:** PSP Program Director |
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