



Position Description

Title: Specialist – IIS (Intensive In Home Services)		
FLSA Class: Non-Exempt	EEO Category: Admin Support	WC Class: 8861
Job Title #1000560	Salary Grade: E1	
Date Approved: November 26, 2016		
Revision Date: 1/19/2019	Revision: FLSA Exemption	

Purpose of Position

The IIS Specialist works with families identified as at risk by the Children’s Division and/or Contracted Foster Care Case Managers. The specialist assesses areas of family strength and need and identifies /provides services to insure child safety and well-being in the family home.

Major Duties (*Essential Element)

- Enable families to overcome crisis through collaborating with other service providers. *
- Complete all necessary paperwork in a timely and professional manner. *
- Be available to families 24/7. *
- Coordinate with partner agencies to ensure health and safety of children. *
- Travel to and from homes, family appointments and business related, transporting families to needed resources. *
- Provide parenting information, skills, and strategy ideas to overcome crisis.
- Data entry.
- Providing educational material in areas of need.
- Coordinate services for best interest for families to succeed and become self-reliant. *
- Develop goals with family to obtain success and achieve to make positive improvements in family life. *
- Contact service providers to establish collaboration for clients, state documentation, and Great Circle documentation.

Working Conditions

Services are provided in the family home. The specialist should be prepared to adapt to a variety of conditions in the home setting.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to handle the demands of each family to keep them on track. It depends on the type of situation each family is in. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

None

Supervisory Responsibility

None

Qualifications

Good driving record and ability to obtain Class E driver's license within 2 weeks. Ability to work with other people. Communicate effectively. Ability to problem solve difficult situations. Have compassion and empathy for others. Be able to understand different cultures and ideas. Basic computer skills. Understanding of family dynamics and child development. Ability to multitask.

Required Education and Experience

- Bachelor's Degree

Preferred Education and Experience

- Previous work related to the field of social work

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____