



## Position Description

Title: In-Home Specialist (Intensive In-Home and Intensive Family Reunification Services)		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 8861
Job Title #080006	Salary Grade:	
Date Approved: April 17, 2018	Purchasing Approval Level: Level I	
Revision Date:	Revision:	
Job Class: Community Based	Grant Funded: yes	

### Purpose of Position

The In-Home 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. The specialist will provide services that are strength-based and family-focused to all families referred. This position reports directly to the In-Home Specialist Supervisor.

### Major Duties (\*Essential Element)

- Accepts assignments of referrals for Intensive In-Home Services or reunification of children with their parent of guardian of care
- Meets in home with assigned families and develops a service plan with the family. Assessment to be initiated at time of initial contact\*
- Completes initial family assessment using the North Carolina Family Functioning Assessment Scale and other assessment tools to determine the family’s strengths, areas of need, and the development of a safety plan\*
- Utilize independent judgement and provide assessment regarding the child’s safety and well-being\*
- Identify, develop (if not available) and implement family and community supports needed to address the needs of the family and ameliorate stresses or behaviors that have resulted in past abuse or neglect
- Provide modeling of positive behaviors, coaching, and transportation services as needed by the family
- Enable families to overcome crisis through collaborating with other service providers and coordinate with partner agencies to ensure health and safety of children\*

- Be available to families 24 hours a day, seven days a week to intervene during crisis or during times that the family is at the highest risk of abuse or neglect
- 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.
- Complete all necessary paperwork, data entry, and contacts in a professional and timely manner
- Providing education materials 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. May be exposed to noise and crisis-related behavior from clients.

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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. This person must be able to hear, see, talk, and sit or stand at a personal computer for a reasonable length of time typing and reading. Other physical demands may include climbing, stooping, kneeling, or crawling, listening, tasting or smelling as well as lifting ten pounds or more frequently and occasionally 25-100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

### Qualifications

Strong customer service focus, excellent time management, oral and written communication skills. Independent judgement is required to plan, prioritize and organize a diversified workload with attention to detail. Proficiency in Word and email applications is necessary as well as being able to work productively and respectfully with individuals and families from diverse cultural backgrounds. Meet agency requirements for insurance and the ability to obtain Class E driver's license within 2 weeks.

Required Education and Experience

- An Advanced Degree in Social Work or comparable human service field from an accredited institution and at least two (2) years of experience in family and children’s services; and/or a Bachelor’s Degree in Social Work or other human service field from an accredited institution and at least three (3) years post-degree experience in family and children’s services.
- Comparable human services field is defined as psychology, psychiatric nursing, psychiatry, mental health counseling, rehabilitation counseling, pastoral counseling, marriage and family therapy, or human services.
- Experience providing in-home services to children and their families.
- Demonstrated knowledge and skills of interpersonal engagement, crisis intervention, communication, education skill building, and child protection.

Preferred Education and Experience

Greater than two years’ experience in family and children’s services.

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

Employee printed name: \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_