



Position Description

Title: Specialist – Intensive Family Intervention Services (IFIS)		
FLSA Class: Non-Exempt	EEO Category: Service Workers	WC Class: 8861
Job Title #: 180006	Salary Grade:	
Date Approved: 7/27/2016	Purchasing Approval Level: Level I	
Revision Date:	Revision:	

Purpose of Position

The Intensive Family Intervention Services Specialist (IFIS) provides ongoing care coordination services to families served via the IFIS contracts with Missouri Care/WellCare and other Managed Care Organizations. IFIS Specialists meet in person with families twice weekly, by phone three times weekly, connecting families to supports and services aimed at stabilizing the placement of their child in the home following inpatient hospitalization. IFIS Specialists provide timely documentation in the electronic health record of all services provided the family for the entirety of the forty-five days of work with the family.

This position reports to the Director of Home and Community Based Services (HCBS)

Major Duties (*Essential Element)

- Meets face to face with the family twice weekly and by phone three times weekly.*
- Connects children and parents to community resources and services aimed at stabilizing placement in the home.*
- Provides education and support for the family and ongoing monitoring for safety and stability in the home.
- Assists the family in addressing barriers to maintaining the child within the home as barriers become known.
- Provides complete and timely documentation of services as required*
- Perform other job-related duties as assigned.

Working Conditions

Some exposure to noise.

Travels to various locations.

Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. 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. Must be proficient in Word, Excel and email applications.

Required Education and Experience

- Bachelor's Degree in a human services field
- Current, valid driver's license and meet Great Circle requirement for driver's insurance

Preferred Education and Experience

- One year of experience working with family systems and utilizing community resources is preferred.

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

Employee: _____ Date: _____