



Family Development Specialist Job Description

Job Title: Family Development Specialist

Reports To: Family Development Coordinator

Department: Family Development

Direct Reports: 0 EMPLOYEES 0 CONTRACT

WORKERS

Supervisory responsibilities include assigning, scheduling, monitoring, and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

Position Type/Expected Hours of Work: Full-Time 40 hours per week (M-F). Additional days or evening hours may be required.

Pay Type and Range: x SALARIED AT \$40,000 - \$43,000
 HOURLY AT

Eligible for Overtime (Y/N):

If no: PROFESSIONAL
 EXECUTIVE
 ADMINISTRATIVE
 OTHER

Job Titles Supervised: N/A

General Purpose: This position will work as a member of our direct family engagement team to serve families at risk of child maltreatment and losing their child to the child welfare system. This position works one-on-one or in a team approach with individuals and families, providing in-depth Family Development implementing techniques, to assist families toward socio-economic wellness and self-sufficiency to reduce incidents of child maltreatment. Responsible for acting as a resource to assigned families, facilitating assessment of need, helping to recognize barriers to stability, and assisting with the development of goals and strategies for meeting families' needs, improvement of life skills and strengthening their support network.

Family Development Services are funded through various contracts and grants and therefore specific service outreach and approach will vary from contract to contract. Training and tools will be provided to Family Development Specialists to ensure quality services are delivered to meet the needs of the families and objectives of the contract.



Duties and Responsibilities:

- Intake – Interview using Motivational Interviewing with families and develop and maintain relationships which encourage families to talk comfortably about their personal/family situation. Gather information necessary to assess family needs and determine eligibility and suitability for agency services, as well as other programs/services beneficial to the client/family and provide orientation to those services.
- Assessment – Assist families to identify barriers which prevent them from meeting their basic needs and determine potential solutions and resources for overcoming these barriers. Help families to recognize and use their strengths and resources by partnering with the family to set goals and objectives through a Family Development Plan and/or Safety Plan.
- Referral & Follow-up - Identify resources within the agency and/or community capable of providing assistance and support to the family in meeting their needs and goal attainment. Inform and assist the family in the process of applying for and receiving services and make appropriate referrals. Provide advocacy for services as needed.
- Provide resources and support to address and/or prevent co-dependency, domestic violence, child maltreatment, mental health and substance abuse disorders.
- Provide Family Development Services - One-on-one instruction/informal coaching or connecting families to educational and other resources, and support the success of the participant based on the Family Development Plan which may include:
 - Providing assistance appropriate family members so they can obtain additional training/education which will lead to employment or employment which has higher wages and/or better benefits.
 - Providing education and/or assistance to appropriate family members, in financial management and wellness to create goals toward economic self-sufficiency.
 - Encouraging the development of good self-esteem and teaching techniques/methods to promote positive self-esteem in other family members.
 - Providing or connecting families to parenting and healthy relationship building education in the areas of child development, school readiness, nurturing families, etc.
 - Provide assistance for needed family management skills including healthy living, home safety, etc.
 - Provide instruction/facilitation of pertinent classes/workshops/groups which may include skill development in Job Readiness, Job Seeking/Keeping, Parenting, Financial Management, Stress Management, Self-Esteem, Meal Planning/Nutrition, Time Management, Leadership Development.
- Record Keeping/Reporting – Ensure that adequate program and participant records are maintained and that reports, data entry and paperwork are accurate, timely and completed, as required. This includes factual records, documentation of progress and observations critical to case management, keeping accurate attendance records, travel records, monitoring reports, follow- ups, etc.
- Agency/Community Contact – Establish and maintain professional and effective working relationships to assure successful coordination efforts with community resources, including human service agencies, organizations, schools, employers and individuals.
- Interpret and follow various agencies, state and federal manuals used to implement agency programs.
- Carry out mandated reporter responsibilities as required by the Child Abuse/Neglect law of the state of Colorado



- Attending meetings and training as required with some out-of-town travel. Schedule flexibility with some evening and weekend work is required.
- Other duties as assigned by Coordinator and Assistant Coordinator.

Minimum Requirements:

Faith: This position does not have a faith requirement.

When Faith Based is required: This position must be held by an individual who is a practicing Roman Catholic. There is no other background that can substitute for this requirement. When Faith based is not required: This position does not have a faith requirement.

Required Skills/Abilities:

- Bilingual in Spanish strongly preferred.
- Understanding of family support and strengthening.
- Understanding of and compliance with confidentiality rules and regulations.
- Understanding of and compliance with Colorado child abuse and neglect indicators, laws and procedures.
- Understanding of trauma informed care and trauma informed response.
- Ability to effectively interview and work with families on goal setting.
- Ability to be a team player and work with diverse populations.
- Independent worker who can handle working alone as well as with a team.
- Excellent verbal and written communication skills.
- Excellent time management/organization skills.
- Strong technological/computer skills (must be comfortable working with different databases).
- Comfortable with remote work and technology like Zoom and Microsoft Teams.
- Detailed and accurate record-keeper. Excellent at keeping accurate, timely and complete documentation in all data systems and files.
- Understanding of various community and state systems: PCDHS, schools, mental health, etc.
- Knowledgeable of resources in the community. Existing working relationships with resource agencies are strongly preferred.

Education and Experience:

- Bachelor of Arts in social work or related field required. Four years of experience may be considered as a substitute for education.
- Minimum 2 years of social work, case management, or related experience required.

Work Environment:

- Non-profit social service agency
- Business casual

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this internship. It is intended to reflect the principal job elements essential for making compensation and employment decisions.



Physical Demands:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)			
HEAT (90 F or more)			
GASES/FUMES/DUST			
HEIGHTS			
NOISE			
CLIMBING (Stairs/Ladders)			
DRIVING			
CRAWLING OR KNEELING			
BENDING			
WALKING/Uneven Surfaces			
WORKING ALONE			
WORK WITH OTHERS			
CHEMICALS/SOLVENTS			
MOVING HEAVY ITEMS:			
LIFTING/LOWERING	>20 lbs.	10-20 lbs.	< 10 lbs.
LIFTING OVER SHOULDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING OVER SH'LDER	> 10 lbs.	5-10 lbs.	< 5 lbs.
REACHING FORWARD	> 10 lbs.	5-10 lbs.	< 5 lbs.
PUSHING	> 10 lbs.	5-10 lbs.	< 5 lbs.
PULLING	> 10 lbs.	5-10 lbs.	< 5 lbs.
CARRYING	> 20 lbs.	10-20 lbs.	< 10 lbs.
VISUAL ACUITY: Near			
VISUAL ACUITY: Far			
COLOR DISCRIMINATION			
HEARING			
SPEECH			
MANUAL DEXTERITY			
EYE/HAND COORDINATION			
TRAVEL:			
LOCAL			
NATIONAL			
INTERNATIONAL			
REPETITIVE MOVEMENTS:			
(please list)			
OPERATING MACHINERY:			
COMPUTER and MOUSE			
COPIER			



FAX MACHINE			
PRINTER			
TELEPHONE			
OTHER (please list)			

Employee Signature

Date

Supervisor Signature

Date

Executive Director Signature

Date