

## JOB VACANCY

POSITION: FAMILY SUPPORT SERVICES WORKER I  
LOCATION: 227 E. WASHINGTON ST., FORT WAYNE, IN  
HOURS: 7:30 AM – 5:30 PM Monday – Thursday  
7:30 AM – 11:30 AM Friday

STARTING SALARY RANGE: \$22,000 to \$26,000

1. Provide quality customer service with the CANI Family System.
2. Responsible for intake of families for all CANI programs.
3. Perform office systems functions such as reception, file maintenance, telephone services, etc.
4. Work with other program staff as needed.
5. Perform other functions at the request of the Family Support Systems Supervisor.
6. When so assigned, responsible for generating and reconciling department statistical data and other mathematical data for the department.
7. Participates in the Quality Improvement Process through active involvement in Quality Improvement Teams and focus groups, quality training, Self-Assessment teams, or other activities as designated by the Quality Steering Committee.
8. Assumes responsibility for own personal professional development including attending meetings and trainings, and maintaining the appropriate competencies and abilities as required by the position. Attend required training and staff meetings.
9. Assist in implementation and assure adherence to CANI Personnel Policies, EEO/AA requirements, Fiscal Procedures, and all other rules of the workplace.

### **SKILLS AND QUALIFICATIONS:**

1. Visual skills required for this position. Must be able to lift and carry up to 30 pounds. Manual dexterity required. Auditory and verbal skills required for communication with clients, volunteers, and co-workers.
2. Associate's degree required. Public affairs, Social Work, or Psychology preferred.
3. Effective written and oral communication skills with both individuals and groups.
4. Ability to interact effectively with low-income persons, public officials, social services agency staff and volunteers.
5. Ability to work with minimal supervision, self-motivated, attentive to detail, well organized, productive, dependable, flexible, and cooperative.
6. Ability to provide own transportation. Valid driver's license. Must carry minimum of \$100,000 per person and \$300,000 per occurrence liability limits on auto insurance.
7. Ability to work under pressure, meet deadlines, and set priorities.
8. Computer skills, math skills, and typing skills are needed.

**DATES FOR INTERNAL POSTING: FROM 6/24/09 TO 7/6/09**

**TENTATIVE DATES FOR EXTERNAL POSTING: FROM 6/24/09 TO 7/6/09**

**APPROXIMATE DATE FOR POSITION TO BEGIN: Immediately**

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**FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES, EXT. 213.  
APPLICATIONS ACCEPTED: -- At 227 E. Washington St., Fort Wayne  
8:00 am – 4:30 pm M-Th 8:30 am -11:00 am Friday**

