

JOB VACANCY

POSITION: Family Support Worker

LOCATION: Community Action of Northeast Indiana, Inc., 227 E Washington Blvd., Fort Wayne, IN

HOURS: 8:00 a.m. - 8:00 p.m., Monday - Friday (20 or 40 hours as arranged)
Additional hours as required, including many evenings.

STARTING SALARY RANGE: \$12.02 - \$12.98 per hour

JOB DUTIES

Provide intensive in-home family services to families identified as being at-risk for child abuse/neglect using the Healthy Families model of prevention. Responsible for optimizing the home environment for the physical and mental well-being of children who are at-risk for abuse/neglect and their families. Assist in strengthening the parent-child relationship through improving parenting skills and meeting needs of parents. Work intensively in-home with individual clients and family. Deal with multiple crises on on-going basis. Maintain records as required by Community Alliance for Healthy Families, Healthy Families Indiana, and Healthy Families America.

SKILLS AND QUALIFICATIONS

1. High School Diploma or GED with a combination of 4 years secondary education and/or experience in the social service field. Emphasis on case management techniques, counseling skills, and networking skills.
 2. Provide one-on-one case management. Perform client assessments with emphasis on family strengths and child abuse/neglect prevention following guidelines and protocols in Healthy Families model.
 3. With client participation, devise and develop individual work plans designed to strengthen families and prevent child abuse/neglect.
 4. Excellent written and oral communication skills. Familiarity with PC, Microsoft Windows, and databases.
 5. Must be willing to work flexible hours, including evenings.
 6. Ability to interact effectively with low-income persons, public officials, social services agency staff, and volunteers. Knowledge of these persons, organizations, and programs.
 7. Ability to work with minimal supervision, self-motivated, dependable, reliable, extremely attentive to detail, well-organized, work well under stress. Able to meet deadlines and prioritize work. Able to organize multiple cases and work demands.
 8. Become knowledgeable of parent-child interaction, child development, dynamics of child abuse and neglect, substance abuse, and domestic violence.
 9. Is available to families 24 hours a day as necessary.
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OPEN POSTING – WE ALWAYS ACCEPT APPLICATIONS FOR THIS POSITION. THERE MAY NOT BE A SPECIFIC OPENING AT THIS TIME.

APPROXIMATE DATE FOR POSITION TO BEGIN: As positions are available

FOR FURTHER INFORMATION, CONTACT HUMAN RESOURCES, EXT. 213

**APPLICATIONS ACCEPTED: 227 E. Washington Blvd., Fort Wayne
8:30 a.m.-4:30 p.m., Monday – Thursday and 8:30 a.m. – 11:00 a.m., Friday or
via Internet at canihr@canihelp.org**