

**Jefferson County Position
Description**

Name: _____ **Department:** Human Services
Division: Children & Family Division

Position Title: Family Development Worker **Pay Grade:** 5 **FLSA:** Non-exempt

Date: August 2024 **Reports To:** CPS Supervisor

Purpose of Position:

Under the general direction of Case Managers, this position provides services in placing children in-home on a permanent basis to families that may have barriers that prevent them from obtaining these services on their own, such as mental illness, developmental or physical disabilities, alcohol or drug abuse, and/or lack of motivation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises family visitation and interaction in the community, in homes, and at the agency.
- Supports families through teaching of everyday living skills (i.e. nutrition, housekeeping, hygiene, employment support, financial planning); transporting families to various appointments; educating families in parenting skills; and assisting in crisis management.
- Ensures information is communicated and understood between families, care providers, and case managers and documents family interactions and visitations in State database.
- Assesses client's situation, including strengths, challenges, and progress.
- Attends court hearings and when necessary gives testimony to observations.
- Participates in child care for evening hours trauma parenting group, foster care group or other group meeting the agency may hold.
- Provides a "drop-in" service to case managers for families that may have partially unsupervised visits.
- Attains drug swabs on parents as required.
- Practices competent motivational interviewing techniques.
- Supports and enhances a trauma-informed care environment.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance, including regular attendance in team meetings and training.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

None.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate's degree and one year relevant experience or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Five to six years related experience and/or training; or a bachelor's degree in social work field; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Valid Wisconsin driver's license.

Knowledge, Skills, Abilities

- Ability to reliably and predictably carry out one's duties.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or

pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
