

Job Posting

Position Title: Family Support Worker

Agency: Community Action Partnership

Classification: Non-Exempt

Agency:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, crises management, parenting and mentoring.

JOB SUMMARY:

The Family Support Worker provides regularly scheduled visits with families to assess child safety, and together with the family develops goals that address the risks for out of home placement, develops an action plan and monitors progress. Other activities include introducing new resources, making appropriate referrals, and following up on these connections. The Family Support Worker will collaborate and coordinate with other service providers and resources to ensure maximum and efficient outcomes. The Family Support Worker is available to families at times convenient to both, which may include evenings and weekends or by phone in between visits. Family Action sees families weekly at the outset, then gradually, based upon need, minimally twice a month. The Family Support Worker facilitates case conferences as needed. Family Support Workers are mandated reporters.

The Family Support Worker enters program participants into the NYS Connections Computer System, and maintains accurate, confidential, and timely documentation as required. This includes concise, complete and timely progress notes on the safety and permanence of the children, and six month Family Assessment Reports. Reports reflect the Family Support Workers as Case Planners in the Connections system. Confidentiality is ensured through signed, informed consent of participants.

The Family Support Worker participates in weekly individual supervision, agency staff trainings and monthly team meetings, case consultations (formal and informal), and specialized training as required by the program or as needed to provide effective and relevant services.

QUALIFICATION AND SKILLS:

- Minimum High school diploma.
- Bachelor's Degree in Human Services or the equivalent in related fields preferred.
- Proficient in use of computer and Microsoft applications (particularly Word)

- The following skills must be evidenced: able to identify and nurture strengths, able to maintain objectivity, nonjudgmental, and strong oral and written communication skills. Must be able to establish trusting relationships with culturally diverse populations; strong time management and organizational skills necessary.
- Valid driver's license and reliable transportation.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AEE.