

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Family Services Specialist

Reports To: Child and Family Services Manager

FLSA Status: Exempt

General Statement of Duties:

Family Services Specialist is responsible for assisting the Child & Family Services Managers in the planning, monitoring and implementation of Family Support & Health systems and services. Under the direction of the Child & Family Services Manager, the Family Services Specialist also assigns tasks, provides resources, coordinates referrals and offers supervisory support to Family Advocates.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Assist in recruitment planning and full implementation of the ERSEA and Family Partnership systems.
- Recruit and enroll children and expectant families using the established priority and eligibility systems. Coordinates and organizes program wide waiting list.
- Meet with the Child & Family Services Managers, family advocates and/or others as needed to carry out responsibilities.
- In the absence of the Child & Family Services Managers, provides direct managerial oversight to staff with regard to assignment of duties, requests for vacation, sick, comp or personal leave and completion of payroll.
- In coordination with the Child & Family Services Managers, provide supervisory support to staff in regard to professional development plans, performance reviews and disciplinary action.
- Support Family Advocates in case management, transition and staffing for implementing services to HS/EHS children and families.
- Assist in conducting and facilitating Family Services staff meetings, training and updating manuals.
- Conduct file audits and provides appropriate feedback to staff.
- Represent CCHS/EHS positively with businesses and community agencies.
- Work collaboratively with agency staff, program partners and community agencies to provide comprehensive delivery of child development, health, disability, family support, referral and crisis intervention services to families.
- Maintain and respect families', program and staff confidentiality.
- Support parents in parent involvement and volunteer efforts.

- Provide and promote parent training and educational activities in areas such as: child development, health, mental health, substance abuse, domestic violence, childbirth, family literacy, parenting, money management and child abuse and neglect.
- Assist in conducting hearing & vision screenings for newly enrolled HS/EHS children.
- Comply with Head Start Performance Standards, DCFS licensing requirements, DCFS mandated reporting requirements, and all other local, state and federal regulations.
- Comply specifically with Head Start Program Performance Standard 1305.4 regarding determination, verification and documentation of eligibility for Head Start/Early Head Start services.
- Accurately document and enter family demographic information, child attendance, program enrollment data, and delivery of family support, health, dental, and nutrition services.
- Participate in Professional Development experiences including participating on program quality improvement and evaluation committees
- Use available technology to increase efficiency, maintain accurate up to date records and accurate up to date reports.
- Perform other duties as assigned.

Personnel Administration

- Assist with professional development assessments, performance reviews and corrective action plans.
- Participate in the selection, interview, hiring and orientation process of new employees.
- Participate in investigations of violations of policies and procedures and the grievance process.
- Complete payroll data entry. Monitors and approves staff time, travel and reimbursement requests.

Required Knowledge, Skills and Abilities:

- Bachelor's degree, social services or health preferred, with 3 years direct service experience.
- Willingness and ability to learn and practice sound supervisory skills.
- Ability to prioritize and handle emergency situations.
- Experience working with low-income families and diverse populations.
- Knowledge of local community resources.
- Must be at least 21 years of age with a valid driver's license, car and insurance.
- Must be able to communicate professionally (written, verbal and listening) with individuals and groups at all levels both internally and externally.
- Must possess strong skills in the use of common office software for word processing, spreadsheets and data bases. Ability to learn the use of web-based systems.
- Must be able to travel to meetings, families' homes and other program sites.
- Respect for family and staff confidentiality.
- Respect for the principles of EEO and ADA.
- Must obtain hearing and vision screening certification.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.

Essential Functions:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of employee_____

Date_____