



POSITION ANNOUNCEMENT

Healthy Start Lead Case Worker

August 5, 2021

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Healthy Start Lead Case Worker** to provide in-home education and support to families with risk factors who are expecting a child or include a child 18-24 months or less in age (90% of time); also assist supervisor and program manager with undergraduate interns, training new employees, coordinate speaking engagements/community education/information sessions, audits, and ensure consistent use of curriculum. Plan and assist coordination of groups and educational workshops(10% of time)

Responsibilities:

1. Provide direct services to families enrolled in the Healthy Start program:
 - Complete assessments
 - Complete developmental questionnaire
 - Provide information and activities designed to develop positive parenting skills and healthy children
2. Assist in development of service plans
 - Works with families and Supervisor to determine family needs
 - Write intervention goals with clients, update goals as needed
 - Works with other agencies to coordinate services
3. Refer program participants to other community agencies and programs
 - Advocates for services
4. Maintain reliable transportation to meet home visiting schedule
 - Provide timely documentation of services provided including: case notes, progress summaries, logging data and other documentation as needed
5. Accurately, and in a timely manner, complete weekly, monthly, and quarterly reports
6. Participate in activities promoting professional growth
 - Attend all staff meetings and required training
 - Participate in training opportunities Seek out and participate in service-related training opportunities
7. Coordinate and represent the program and/or agency in community events, agency committees, or meetings and advocates for new referrals for the program (shelter sessions)
8. Coordinate training and supervision of undergraduate interns and new employees.
9. Assume responsibility for consistent use of curriculum
10. Assist with monthly audits
11. Assist with educational workshops for Healthy Start participant
12. Perform other duties or assignments as may be needed for effective Program or Agency functioning

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members.
3. Ability to forge a mutually respectful partnership with persons served and their families in which they are helped to gain the skills and confidence to address any issues and problems they face.
4. Conviction about the capacity of people to grow and change.
5. Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons served or other family members
6. Experience working effectively with people, especially parents and children
7. Bachelor's degree in related field required.

FAMILY SERVICE OF THE PIEDMONT IS AN EQUAL OPPORTUNITY EMPLOYER