

Lutheran Family Services Position Description

Position Title: In-Home Specialist

Effective Date: June 1, 2010

Paygrade: G

Reports to: Safety and In-Home Coordinator

Appointed By: Safety and In-Home Supervisor

Region: Children Services

Location: Omaha

FLSA Status (check appropriate box): Non-Exempt Exempt

LFS Mission Statement:

Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values:

Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Job Purpose:

Assist families by increasing their ability to maintain a safe and nurturing home for their children and to parent effectively. Provide support and education to parents and children by assisting clients in learning basic living and parenting skills.

Essential Job Duties:

Service Delivery

- Provide culturally competent home-based services, education, and support to enable children to stay in the home or be returned home safely after out-of-home placement; assist client families to acquire basic living skills such as parenting, household management, and emotional or behavioral regulation. Such services may include Community Treatment Aide, Family Engagement, Family Support, and Intensive Family Preservation.
- Work under the guidance of the Safety and In-Home Services Supervisor, and/or Coordinator as well as the Lead Agency Service Coordinator, and Health and Human Services (HHS) case managers and therapists.
- Provide services to the families in their own home or neutral locations at times that are convenient for them.
- Develop respectful relationships with persons served to help them gain skills and confidence.
- Respond to client referrals within 24 hours, and make initial face-to-face contact within 48 hours.
- Respond to emergencies to provide intensive crisis resolution; LFS Safety and In-Home Services Supervisor and/or Coordinator must be contacted as soon as practicable.
- Maintain on-going verbal and written contact with LFS staff, Lead Agency Service Coordinator, HHS case managers and/or referring therapist.
- Provide on-call services as needed.
- Participate in family team meetings as needed or requested.
- Analyze and make recommendations regarding individual cases.
- Facilitate services by arranging for or providing transportation.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

Record Keeping

- Provide accurate and timely progress notes, reports, documentation, assessments, service plans, genograms, ecomaps, aftercare plans, and discharge summaries in accordance with Agency policy and procedure.
- Submit billing and time sheet information according to Agency policy and procedure.
- Collect statistics and implement all Continuous Quality Improvement (CQI) procedures.

Collaboration and Community Relations:

- Collaborate with other agencies, service providers, and informal supports to advocate on behalf of clients.

Professional Growth and Development

- Attend and participate in supervision and staff meetings as requested for the purpose of program planning and assessment, and personal and professional growth and development.
- Through individual reading, workshops, videotape presentations and case consultations, work to build support work skills to meet referral source expectations and provide the highest quality services.
- Attend required pre- and in-service training.

Professionalism and Confidentiality

- Keep all client names, information and other Agency business confidential.
- Guard Client confidentiality in waiting areas, during phone contact and in the handling of records.

Interpersonal Relationships

- Maintain a positive, respectful demeanor on all contacts with staff and the public.
- Seek needed guidance in handling difficult client situations and establishing priorities for the job.
- Work to build positive, productive relationships with other staff.
- Other duties as assigned.

Job Requirements:

- Bachelor's degree in Social work or related field
- Minimum of one year of experience working with children and families
- Must be able to work evenings, nights and weekends
- Must be able to provide regular attendance
- Knowledge and experience in working with diverse populations and may include refugee or immigrant families
- Understanding of cultural values and beliefs of populations being served
- Bilingual (Spanish, Arabic, Nuer, or Dinka) skills preferred
- Experience with troubled families preferred
- Demonstrated decision making skills and competencies to work in crisis situations
- Possess good verbal/written communication skills
- Possess good organizational skills including the ability to prioritize a variety of changing, multi-task activities
- Valid vehicle operator license, proof of liability insurance and ability to drive for Agency business.
- Commitment to the mission of Lutheran Family Services.

Hiring Manager Signature _____

Date _____

Employee Signature _____

Date _____

Director Human Resources _____

Date _____

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