



For a Brighter Future.

**JOB VACANCY**

**POSITION:** FAMILY SUPPORT SERVICES WORKER I LIMITED

**LOCATION:** FAMILY SUPPORT SERVICES (Allen)

**HOURS:** Full Time September to May 15<sup>th</sup>, Limited Summer Hours Available

7:00 A.M. – 7:00 P.M., MON– THURS, 8:00 A.M. – 5:00 P.M. FRI

8:00 A.M. – 5:00 P.M. SOME SATURDAYS (ADDITIONAL HOURS AS REQUIRED)

**SALARY:** \$11.00-\$12.00

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**JOB DUTIES:**

The **Family Support Services Worker (FSSWI)** is responsible for client intake and eligibility determination for all Brightpoint programs and financial assistance. The primary responsibility of the FSSWI is processing utility assistance mail-in applications and processing face-to-face clients. The main responsibility is to promote a positive, friendly work environment for co-workers, clients, vendors, and the general public. The FSSWI provides referral, outreach, and advocacy services for families

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**SKILLS AND QUALIFICATIONS:**

1. High School diploma or equivalent.
  2. Strong interpersonal, written, and oral communication skills with strong mathematics aptitude.
  3. Ability to quickly develop a thorough understanding of basic community action concepts and the numerous regulations governing the Energy Assistance and Child Care Development Fund programs.
  4. Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, and dependable.
  5. Ability to work flexible hours, including evenings and weekends.
  6. Ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
  7. Proficient in MS Office applications.
  8. High comfort level with public interaction.
  9. Must successfully complete Indiana's Family Development Outreach Worker Certification within 12 months of hire.
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**DATES FOR INTERNAL POSTING:** 11/06/2018 TO until filled

**TENTATIVE DATES FOR EXTERNAL POSTING:** FROM 11/06/2018 TO until filled

**APPROXIMATE DATE FOR POSITION TO BEGIN:** immediately

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**FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BLVD, FORT WAYNE, IN  
8:30 A.M. – 5:30 P.M., MONDAY – THURSDAY, OR 9:00 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [brightpointhr@mybrightpoint.org](mailto:brightpointhr@mybrightpoint.org).**

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.