



For a Brighter Future.

Position: Family Development Worker

Location: Main Office

Hours: 7:30 am-5:30pm Mon–Thurs & 7:30am -11:30 am Friday, occasional evenings + weekends

Starting Salary Range: \$24,960.00 - \$37,440.00

JOB DUTIES

1. Provide one-on-one case management. Perform initial client assessment with emphasis on family self-sufficiency and independence.
2. With client participation, devise and develop individual work plans designed to move the family to self-sufficiency and independence.
3. Provide detailed, thorough monitoring of client adherence to work plans by persistent and consistent follow-up through home visits, office visits, and off-site visits.
4. Maintain client files and data entry with regular notation of client activity and progress.
5. Maintain communication with human services providers and low-income community organizations to assist in meeting the needs of the families.
6. Communicate accurate and timely information to the Family Development Asst. Manager concerning progress related to assigned projects/activities and client work plans. Express any needs, concerns, and/or problems in completing projects.
7. Assist in conducting agency needs assessment; maintain awareness of current funding information/regulations, program changes.
8. Awareness that Family Development job requirements and responsibilities change as program focus & funding adapt to agency goals.
9. Responsible for generating and reconciling department statistical data through the timely completion of program reports, or any other reporting deemed necessary.
10. Responsible for assisting and supporting other staff members as needed and when asked.
11. Awareness of all programs, projects, and activities provided by various departments of the agency.
12. Participate in supervision and group staffing's with Asst. Family Development Manager.
13. Assumes responsibility for own personal professional development including attending meetings and trainings, and maintaining the appropriate competencies and abilities as required by the position.
14. Perform other functions at the request of the Asst. Family Development Manager and Family Development Manager.
15. Assist in implementation and assure adherence to CANI Personnel Policies, EEO/AA requirements, fiscal procedures, and all other rules of the workplace.

SKILLS AND QUALIFICATIONS

1. Bachelor's degree required. Public Affairs, Social Work, or Psychology preferred. Emphasis on case management techniques, counseling skills, and networking skills.
2. Excellent written and oral communication skills. Familiarity with PC; Microsoft Windows, and DOS environments.
3. Ability to integrate, summarize, and condense information from a variety of sources and present it in a manner appropriate for use by low-income persons, service providers, and volunteers.
4. Ability to interact effectively with low-income persons, public officials, social services agency staff, and volunteers. Knowledge of these persons, organizations, and programs within CANI service area.
5. Ability to work with minimal supervision; must be self-motivated, dependable, reliable, extremely attentive to detail, well organized, and work well under stress. Able to meet deadlines and prioritize work.
6. Ability or knowledge of effective techniques (casework, advocacy, resource mobilization) for assisting families in meeting their needs.
7. Must be creative, practical, realistic, and have excellent problem-solving skills.
8. Must have valid Indiana Driver's License. Must carry auto insurance of \$100,000 per person and \$300,000 per occurrence liability limits
9. Must be willing to work flexible hours, including evenings.
10. Must be willing to work in agency service area.
11. Ability to handle basic mathematics computations.
12. Must complete Family Development training

DATES FOR INTERNAL & EXTERNAL POSTING: FROM 12/7/18 through 12/21/18

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

FOR FURTHER INFORMATION, CONTACT, H R Dept. at EXT. 206 or 213

APPLICATIONS ACCEPTED –227 E WASHINGTON BLVD., FT WAYNE, IN

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org

We, Community Action NE Indiana 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, national origin, disability status, protected veteran status, or any other characteristic protected by law.