

JOB VACANCY

Position: Family Support Services Worker I Temporary

Location: Noble County and Dekalb County

Starting Salary Range: \$10.00 to \$12.00

JOB SUMMARY

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 (Temporary) 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 referrals, outreach, and advocacy services for families.

JOB DUTIE

1. Determines eligibility and enrolls families into Brightpoint programs ensuring compliance with program operations, regulations, and standards
 2. Maintains a minimum standard of quality established by the program regulations and within Brightpoint's established guidelines.
 3. Collaborates with other Brightpoint departments, programs, and services to ensure maximum benefits to families.
 4. Implements Brightpoint Values at all times.
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SKILLS AND QUALIFICATIONS

1. High school diploma or GED required.
 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.
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DATES FOR INTERNAL POSTING: From September 11, 2019 to September 25, 2019

DATES FOR EXTERNAL POSTING: From September 11, 2019 to September 25, 2019

APPROXIMATE DATE FOR POSITION TO BEGIN: October 7, 2019

**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT 206 or 213
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, Fort Wayne, IN 46802
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.mybrightpointhr.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.