

## **JOB VACANCY**

**POSITION: Family Support Services Worker III**

**LOCATION: Allen County Mobile Office**

**HOURS: 8:00 A.M. – 5:00 P.M., Monday – Friday Occasional evenings and weekends (hours may vary)**

**STARTING SALARY RANGE: \$17.43 plus depending on experience**

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### **JOB DUTIES:**

The Family Support Services Worker (FSSWIII) is responsible for client intake and eligibility determination for all Brightpoint programs and financial assistance. The main responsibility is to promote a positive, friendly work environment for co-workers, clients, vendors, and the general public. The FSWIII provides referral, outreach, and advocacy services for families with other human service organization, utility companies, childcare providers and other private and public entities.

The FSSWIII's work involves client contact in a social work capacity, responsibility for maintaining the mobile office, and has authority within their assigned area. Represents Brightpoint at local interagency and other county events.

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### **SKILLS AND QUALIFICATIONS:**

1. Bachelor's Degree preferred or Associates degree with 1 to 2 years of work experience in at least one of the following (or related) areas: consumer relations, business, administration, healthcare, employment/job training, or other social services.
  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, Child Care Development Fund and Covering Kids & Families 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 be willing to travel to as needed to attend training, cover satellite offices, and other assignments as assigned by program management.
  10. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum auto insurance liability limits of \$100,000/\$300,000.
  11. Ability to operate office equipment and machines including personal and network computer terminals, copier, and fax.
  12. Working knowledge of standard office procedures and routines and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
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**DATES FOR INTERNAL POSTING: 9/22/23 to 10/6/23**

**TENTATIVE DATES FOR EXTERNAL POSTING: 9/22/23 to Filled**

**APPROXIMATE DATE FOR POSITION TO BEGIN: 10/16/23**

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**FOR FURTHER INFORMATION, CONTACT HR DEPARTMENT, EXT. 206 OR 213  
APPLICATIONS ACCEPTED – 227 E. WASHINGTON BOULEVARD, FT 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).**