

## JOB VACANCY

**Position:** Family Development Worker

**Location:** Brightpoint Service Area

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

**Starting Salary:** \$23.00-\$24.29 per hour

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### **JOB SUMMARY**

Responsible for assisting families in achieving self-sufficiency goals through our Family Development program. Assess families, develop work plans using goals and objectives, and monitor family progress with strong commitment to follow-up. Provide Brightpoint services as warranted. Provide information and referral to other providers as necessary.

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### **ESSENTIAL FUNCTIONS**

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 based upon program requirements and 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. Provide excellent customer service to the families served, with a strong emphasis on motivational interviewing, trauma informed care, and solution-focused resolution.
7. Communicate accurate and timely information to the Family Development Assistant Manager concerning progress related to assigned projects/activities and client work plans. Express any needs, concerns, and/or problems in completing projects.
8. 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.
9. Awareness of all programs, projects, and activities provided by various departments of the agency.
10. Participate in supervision and group meetings with Family Development Assistant Managers.
11. Implement Brightpoint values at all times.
12. Participate fully in the Brightpoint planning process, as role dictates.

### **ADDITIONAL RESPONSIBILITIES**

1. Attend and positively participate at all staff meetings, in Brightpoint improvement processes, and professional development trainings.
2. Adhere to Brightpoint personnel policies, EEO/AA requirements, fiscal procedures, and all other workplace rules.
3. Perform other duties as assigned by the Family Development Assistant Manager, Family Development Manager, Vice President(s) or CEO.
4. Maintain caseloads of 20-25 families per month.
5. Accurate and timely data entry and case notes.
6. Accurate and timely monthly reports.
7. Minimum at least monthly regular contact with clients including home visits.
8. Ability to travel to counties within our service area and conduct multiple home visits per day.

### **ELIGIBILITY REQUIREMENTS**

1. Bachelor's degree or minimum of 3 years social service case management experience required Public Affairs, Social Work, Human Services, or Psychology preferred. Emphasis on case management techniques, counseling skills, and networking skills.
  2. Must successfully complete Family Development Specialist Training if available. This includes maintaining these certifications while employed in the Family Development Department.
  3. When driving for Brightpoint, the employee must have the ability to provide own transportation as needed, have a valid Indiana driver's license, and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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**DATES FOR INTERNAL POSTING: FROM 2/26/24 until filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: SAME**

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

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**FOR FURTHER INFORMATION, CONTACT, HR 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](http://www.mybrightpoint.org)**