 <p><i>Olympic Community Action Programs</i></p>	Family Service Worker Employee Job Description / Physical Requirements and Potential Hazards	
Supervisor: ECS- Family Service Coordinator FSLA Status – Non-Exempt \$18.79 an hour Proof of COVID vaccination required	Effective Date: 7/1/2020 PC Approval: 6/28/16; 7/25/18; 4/30/2020 Revised by/date(s) TL 4/30/2020	EEOC code: L & I code: 5308

ESSENTIAL JOB FUNCTIONS:


RESPONSIBILITIES: The Family Service Worker is responsible for the delivery of family services in the areas of social services, health and parent involvement. The Family Service Worker is responsible for proactive participation in center/social service jobs as assigned to support the overall operations of the program.

1. Conduct Home Visits and Center Conferences as scheduled in Program Calendar.
2. Provide and ensure direct supportive services, information, referral and follow-up to families.
3. Plan and implement parent involvement and child/family activities.
4. Ensure documentation of parent and community involvement, and in-kind donations.
5. Develop a partnership with participating families in which the strengths and needs of the family will be assessed and an individualized family service plan will be developed, implemented and documented.
6. Work with family and Family Service Coordinator to support families to assure regular classroom attendance.
7. Assist and educate families in assuming the primary responsibility for their own health care and link family and child into an on-going health system.
8. Track and maintain individual medical, nutritional, dental and immunization records on program children and follow-up as needed.
9. Provide health education to families and children through curriculum and outside resources.
10. Assist with health screenings, physical and dental examinations, hearing and vision screenings, and growth assessments, as coordinated by the Health Safety Nutrition Coordinator.
11. Work in conjunction with the Health Safety Nutrition Coordinator on local health issues.
12. Contribute to annual social service, parent involvement, health and education work plans.
13. Prepare and submit monthly reports as required.
14. Maintain family files with accurate and updated information in a timely and organized manner.
15. Encourage parents to participate in policy council and committee meetings.
16. Work with school district transportation supervisor and bus driver to establish bus routes as applicable.
17. Support recruitment in service area and maintain and complete site enrollment in accordance with policy guidelines.
18. Facilitate family night meetings and other parent education meetings. Identify potential community trainers and community parenting classes for trainings and referrals.
19. Encourage participation in parent engagement activities.
20. Create monthly Social Service newsletter, including monthly meal menu. Share health alerts and information as needed.
21. Enter attendance daily into electronic data system.

JOB EXPECTATIONS FOR ALL POSITIONS

Work Environment

1. Maintain confidentiality.
2. Report suspected child abuse and neglect, working in conjunction with Family Service Coordinator.
3. Promote and ensure active parent involvement in the program.
4. Demonstrate ability to work with a variety of people from various socioeconomic, educational and experiential backgrounds.

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5. Develop and maintain accurate records in accordance with program policies and procedures.
6. Promote and follow current program health and safety practices.
7. Participate in development and implementation of center and program's codes of cooperation.
8. Have knowledge of and be responsible for information contained in the program calendar and personal work schedule.

Program

1. Carry out goals, policies and activities designed to implement program objectives and performance standards.
2. Maintain clear communication with program/center staff members to ensure overall improvement and development.
3. Set goals and develop ways to improve program quality.
4. Identify resources to meet the needs of the families.
5. Participate in conducting community needs assessments.
6. Serve as liaison between families, center and community.
7. Be an active participant on a program committee.
8. Participate in program evaluation and planning process.
9. Generate and document in-kind contributions.
10. All staff will be required to participate in program activities outside of their normal work hours and scheduled workdays.

Professional Development

1. Participate in pre- and in-service training.
2. Develop and maintain positive attitudes toward personal development and on-going training.
3. Develop an individual performance/growth plan (with assistance from peers and supervisor).
4. Document trainings and other professional development activities in professional portfolio.

KNOWLEDGE SKILLS AND ABILITIES:


1. Ability to learn independently and problem solve.
2. Ability to work with people of diverse social economic backgrounds.
3. Ability to maintain confidentiality.
4. Demonstrated skill in using and teaching conflict resolution and negotiation skills.
5. Intermediate computer skills.
6. Knowledge of child and family health care which includes preventative, early intervention, health maintenance practices.
7. Excellent communication skills.

QUALIFICATIONS:

Bachelor of Arts in Family Services, Social Work, Human Services or Human Development, or a related field, plus two years Social Service experience.

ADDITIONAL REQUIREMENTS:

1. Within 30 days of employment date, a health exam verification.
2. By employment date, TB skin test.
3. Within three months of employment date, obtain First Aid and Adult/Child CPR cards.
4. Within 30 days of employment date, obtain a Food Handler's Permit.
5. By employment date, satisfactory results from the criminal background check, as required by the Child/Adult Abuse Act.

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6. With 7 days of employment date, apply for Portable Background Check through MERIT.
7. By employment date, State driver's license, insurable driving record and current proof of auto insurance.
8. Complete BBP and CAN training prior to being with program children and families.

Salary grade EC 27-28
Hours and weeks varied by position & location

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position that can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking				X	
Standing				X	
Running		X			
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level		X			




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	NA	NE	O	F	C
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks				X	
Driving heavy duty vehicles	X				
Using foot controls			X		
Repetitive motion of hands/fingers				X	
Grasping with hand, gripping			X		
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds		X			
Pushing/Pulling			X		
Work in/exposure to inclement weather			X		
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes		X			
Work/live in remote field sites			X		
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases		X			
Exposure to blood, body fluid, or potentially contaminated materials		X			
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)			X		
Exposure to electrical current	X				
Seeing objects at a distance					X

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	NA	NE	O	F	C
Seeing objects peripherally					X
Seeing close work (e.g., typed print)					X
Distinguishing colors		X			
Hearing conversations or sounds					X
Hearing via radio or telephone				X	
Communicating through speech					X
Distinguishing odors by smell		X			
Distinguishing tastes		X			
Exposure to wild/dangerous animals		X			
Exposure to insect bites or stings		X			
Work/travel in boat/small aircraft	X				
Exposure to aggressive/angry people			X		
Other:					
Other:					

Other physical or mental requirements of this position that have not been addressed above?

I have read, understand and am able to perform the essential job functions; and physical requirements and potential hazards of this position with or without reasonable accommodation.

Employee Signature

Date