Job Description

Job Title: Family Connection Consultant

Program: DCS Grant

Location: Statewide  □ CFR Office  □ Home Office

Reports to: TBD  Title: Program Director

Benefits: □ Yes  □ No

Pay: □ Salary  □ Hourly

Type of Position: □ Full-time  □ Part-time

Remote/Virtual Work: □ 60% or more/week  □ Less than 60%/week  □ None

Hours: TBD/week

GENERAL DESCRIPTION

A Family Connection Consultant (FCC) works with families and their children through home/virtual visitation to deliver the Family Connections Curricula. A consultant will provide individualized services to best meet the family needs in accordance with the model and curricula. This position requires meeting families at times that are convenient to the families within the stipulated time frames per the model and contract. The expectation is that under this role the FCC is able to maintain a caseload of 6-8 families, and be able to deliver weekly visits as well as complete data entry within established timeframe policies.

Benefits for this position, after 90 days, include 7.5 hours of vacation leave per month, 7.5 hours of sick leave per month, 22.5 hours of personal leave per year and 11 paid holidays. Group health insurance for the employee, dependent health insurance, dental and vision insurance are also available.

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SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Family Connection Consultants will implement Family Connections (FC) model and curriculum with fidelity and follow all program and agency policies and procedures.
- Implementation of the program in accordance with contract requirements and DCS Standards of Practice.
- Family Connection Consultant will conduct Virtual and home visits and maintain a caseload of 6-8 families.
- Complete individual virtual/home visits weekly and delivering FC Curriculum. Frequency is determined through case staffing with Program Director/Supervisor depending on the needs and supports of the family.
- Prepare for virtual/home visits and complete documentation of visit within 48hrs of completion of the visit.
- Conduct virtual/home visits at times that are convenient for the family. This may include evenings and weekends.
- Complete all post visit documentation within two business days (48hrs).
- Maintain case records and data system in accordance with agency and program policies, procedures, and requirements.
- Initiate contact with referred families within 24hrs of referral and actively work to engage families in the program.
- Travel to and from home visits, program trainings and/or events using own vehicle and/or agency vehicle.
- Attend mandated virtual or in person trainings, which may include out-of-state travel.
- Connect families to resources that address their needs at a monthly of quarterly basis.
- Maintain a positive working relationship with colleagues, administration, collaborative partners and others within the community.
• Participate monthly in two hours of individual in person or virtual reflective supervision and at a minimum one hour of group supervision.
• Attend and participate in all mandatory conferences, seminars, in-service training and program meetings.
• Participate in Continuous Quality Improvement activities, such as File Review and provide constructive feedback in set platform.
• Build and maintain relationships with community agency and partners to share program information and learn about resources available for families (events/outreach as assigned).
• Follow agency dress code and overall agency policies including when delivering virtual services.
• Follow all health safety policies and procedures.
• Maintain a safe, clean, and clutter-free work environment, including following fire codes.
• Maintain professionalism at all times.
• Identify and develop professional goals with Program Director.
• Other duties as assigned by Program Director

REQUIREMENTS
• Minimum of a Bachelor’s Degree in Social Work, Family Studies, Early Childhood Education, or related field.
• Have knowledge/experience in home visitation.
• Have knowledge/experience in parenting and child Development.
• Bilingual (English/Spanish) skills required.
• Have knowledge of community resources.
• Experience working with culturally and linguistically diverse populations.
• Ability to communicate effectively, both orally and in writing, with families, social service providers, collaborative partners, co-workers and Program Director.
• Ability to work flexible hours including evenings and some weekends.
• Ability to work effectively as part of a team.
• Comply with all agency and program policies and procedures including confidentiality, employee conduct, computer usage and dress code.
• Meet program/department’s performance and productivity standards.
• Attend required agency and program/department meetings.
• Adhere to the schedule agreed upon with the supervisor.
• Follow and model CFR’s core values.
• Participate in PQI initiatives.
• Must be eligible and able to obtain a Level one-fingerprint card.
• Must have a valid Arizona driver’s license, vehicle and meet agency liability insurance requirements

ABILITY REQUIREMENTS
• Sitting for extended periods of time daily; standing and walking short distances.
• Must be able to climb stairs and move through a facility and a home.
• The position includes interaction with children that could include picking up a child as heavy as 40 pounds.
• Moderate twisting, bending, stooping and lifting up to 40 pounds in the performance of assigned duties.
• Ability to use a variety of office equipment and machines as referenced.
• Normal manual dexterity and eye-hand coordination required.
• Repeated hand-wrist movement required.

The nature of the position involves a fast paced working environment with multitasking of many different duties and tasks. General daily priorities may change at a moment’s notice and the position requires quick response time and flexibility.

Disclaimer
The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Any offer of employment is contingent upon drug test and fingerprint clearance.