# Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>14013 Family Skills Specialist</th>
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<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
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<tr>
<td>CLASSIFICATION</td>
<td>Family Skills Specialist</td>
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<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>100%</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>14013</td>
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<tr>
<td>PROGRAM</td>
<td>Family Preservation Program</td>
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<tr>
<td>UNION STATUS</td>
<td>Professional Bargaining Unit</td>
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<tr>
<td>SALARY</td>
<td>$33,870.30 – $38,950.84</td>
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**SUMMARY:**
A Family Skills Specialist (FSS) in the Family Preservation Program (FPP) is responsible for working to ensure safety and to prevent the unnecessary out of home placement of children who are at high risk of placement in foster care. Duties include the provision of culturally competent, in-home family assessments, interventions, and safety and case planning. Working under the direction of a Child & Family Specialist and Clinical Team Leader, the FSS provides both “soft” services (counseling, parent education, skills training, etc.) and “hard” services (like cleaning, transportation, home management and repair) to families in the program. Services include on-site response and assessment within 24 hours of referral of a child and family. The FSS takes paid on-call and weekend/holiday coverage responsibilities on a rotating basis with the rest of the FPP staff.

**ESSENTIAL QUALIFICATIONS:**
- Bachelor’s Degree in a related field and at least two years of experience in providing CPS, mental health, alcohol/other drug abuse, parenting support or case management services to children and families.
- Demonstrated experience and ability to provide competent services to a diverse clientele, and strong commitment to the provision of culturally competent service delivery as demonstrated by appreciating and valuing differences and diversity, the recognition of one’s own view of the world and the inherent limitations associated with that view, a willingness and ability to discover and then utilize in treatment, the unique values, customs, and beliefs of each consumer.
- Knowledge of larger social service systems and a demonstrated ability to work effectively within those systems as part of an interdisciplinary team.
- Knowledge of child development, and family systems theory, and the ability to empower families and respectfully include consumers in treatment planning.
- Knowledge of child welfare, safety planning, behavior management techniques, and FPP service principles and strategies, and the ability to utilize these ideas to keep families together while maintaining family safety.
- Ability to teach various child development, behavior management and related interventions to adult caregivers, and the ability to assist caregivers in structuring for child safety.
- Willingness to provide intensive, in-home services; to take rotation in an on-call system; to work some evenings and weekends; to provide great flexibility regarding scheduling.
- Ability to communicate effectively (both orally and in writing).
- Dependability, reliability, creativity and the ability to work autonomously are essential.
- An ability to work collaboratively and cooperatively on a team in a close environment with shared cases.
- This position also requires a valid driver’s license, regular access to a car, and a home/cell phone.

PREFERRED QUALIFICATIONS:
- Fluency in Spanish or a South East Asian Language.
- Experience in crisis resolution preferred.
- Master’s Degree and ability to obtain mental health licensure.

RESPONSIBILITIES:
A. Clinical
1. Perform accurate, culturally competent assessments of children and families to evaluate child protection needs, family needs, mental health, AODA, and other life issues. Under the direction of the Clinical Team Leader, with the guidance of the Child and Family Specialist and the Program Coordinator and with the active involvement of the parent(s), child, family and DCDHS Social Worker, develop, implement and monitor an individualized service and safety plan to meet identified child and family needs.
2. Provide on-site in-home family support and safety services including but not limited to crisis resolution, safety planning, individual and family counseling, parenting skills, responsive special play, home management skills training, conflict resolution training, assertiveness training, advocacy, and education.
3. Provide home-based interventions and “hard” services to families including but not limited to hands-on modeling and teaching of various household skills such as cleaning, laundry, meal preparation, budgeting, recreation and play, time-management, transportation, home repair, etc., as well as linking to ongoing services.
4. Involve/collaborate with appropriate social and other systems, including extended family and support systems, DCDHS, and other providers in organizing and implementing ongoing safety, treatment and crisis plans.
5. Provide advocacy and linkage to ongoing services in an effort to continue support of family after termination of FPP services. Involve and collaborate with appropriate systems, including extended family, support systems, DCDHS, and other providers. Provide case management and systems coordination for culturally diverse individuals
and families.
6. Receive and respond to inquiries, requests, and referrals for FPP services both by telephone and in-person; provide intake screening, information and referral services to clients.
7. Provide 24-hour availability for in-home response and phone consultation on rotation basis and as necessary.
8. A willingness to take on other team member roles fluidly as needed to ensure continuous service provision for families.
9. An ability to work cooperatively with team members in a close environment with shared cases. An ability to resolve conflict cooperatively and work collaboratively with other team members.

B. Administrative
1. Keep accurate and timely clinical records including intakes, assessments, treatment plans, progress notes, discharge summaries and other related client information.
2. Comply with Center confidentiality policies and procedures.
3. Complete all client-related paperwork on a timely basis (e.g., registration, service plan updates, reporting forms, third-party reimbursement forms, logs and client data sheets).
4. Arrange for the coverage of clients on caseload when absent, and provide such coverage in other staff’s absence, as assigned.
5. Participate in unit meetings, case reviews, training programs and other designated unit functions.
6. Participate in Center-wide training programs and community education and training programs, as assigned.
7. Coordinate clinical services with other agencies and providers, as assigned.
8. Regular attendance at scheduled supervision and staff meetings.
9. Other duties as assigned by the Clinical Team Leader or Clinical Area Manager.

The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.

Applications are available:
- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday
- or by phone at (608) 280-2677

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.