



## **JOB DESCRIPTION**

**Job Title: Family Specialist**  
**Program: Family Services**  
**Reports to: Family Services Director**  
**FLSA: Non-Exempt**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified*

### **SUMMARY:**

The Family Specialist is responsible for assessing family needs, developing Personal Service Plans and implementing intervention programs that are educational and supportive. The Family Specialist is also responsible for completing written plans to secure funding via grants, Home and Community Based Waivers, TEFRA and other sources as identified.

### **DUTIES AND RESPONSIBILITIES:**

1. Assists in meeting the needs of families who are interested in receiving home support.
2. Assists in the development and implementation of the Personal Service Plans (PSP's) in the following areas:
  - a.) Education and information
  - b.) Training and teaching parents, children, and resource people in the community
  - c.) Facilitating communication with public schools, public welfare programs, etc.
  - d.) Developing recreational/leisure time activities in the home and community.
  - e.) Assisting the family with self-advocacy.
  - f.) Providing emotional support.
  - g.) Referring families to other resources when necessary.
3. Functions as Care Coordinator for individuals selected for Home/Community based waivers and/or TEFRA.
4. Assists in coordinating with the community resources on behalf of families.
5. Utilizes Microsoft Office applications to complete finished plans, budget sheets and reports.
6. Completes reports regarding contacts with family and agencies.
7. Provides other support services and duties as necessary.

### **MINIMUM EDUCATION AND EXPERIENCE:**

1. Bachelors' Degree in Human Services field with preferred concentration of study in areas related to development disabilities.

2. Two years previous Social Services work experience to include; case management responsibilities.
3. One year of experience in a residential program for persons experiencing developmental disabilities preferred.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Demonstrate knowledge of behavior management programming and techniques, training, database systems, assessments, community resources and parenting skills. Knowledge of and ability to apply principles of normalization, training, program planning, staffing and least restrictive environments, as well as the philosophy of the organization. Functional knowledge of Microsoft Office applications to include, Word, Excel and Access. Ability to effectively communicate with consumers, natural families or guardians, other staff, personnel from other agencies, and the general public. Knowledge of first aid and emergency procedures and be able to handle emergencies in a calm and professional manner.

**LICENSES/CERTIFICATIONS REQUIRED:**

Alaska Driver's License  
Certification in Adult, Child-Infant CPR  
Certification in First Aid  
MANDT Certification

**IMMUNIZATION REQUIRED:**

Annual PPD Test  
Hepatitis B immunization (or) Waiver

**WORKING CONDITIONS:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**PHYSICAL ACTIVITIES:**

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.

Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.

Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.

Driving: Minimum standards required by State Law (including license).

**ENVIRONMENTAL CONDITIONS:**

None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work)

**REVISED DATE: 03/10/01**