



Job Description—Intensive Family Preservation Specialist & Contract Service Facilitator

Major Objectives:

- To prevent child abuse and neglect, enabling parents to break the cycle of abuse and neglect
- To provide in home intervention which empowers families with positive parenting skills

Qualifications:

- Bachelor's degree from an accredited program in a related field of study, master's degree preferred, with a minimum of three (3) years of experience working with families
- An understanding of child maltreatment and a desire to protect children and support families
- An ability to communicate ideas clearly, listen accurately, and establish rapport with diverse populations
- An ability to make sound ethical decisions

Supervision:

- Chief Operating Officer (COO)

Essential Duties:

- Delivers comprehensive home based services and other best practice interventions by interviewing, assessing, developing, and implementing goal plans, evaluating services and documenting service delivery.
- Maintains an active caseload of 1 family, typically completing services with a minimum of 9 families per year (50% IFPS). Delivers services with minimum disruption and minimizes the time between assignments and case initiation, not to exceed 24 hours
- Models and enhances positive parenting skills and communication skills between the parent and their child(ren) adhering to the principles of family preservation and family empowerment.
- Educates parents on child development, creative disciplines, health, nutrition, home management, and problems solving, as well as, advocates on behalf of families to ensure smooth access to services as they navigate the various community systems
- Facilitate Child and Family Team (CFT) and Permanency Planning Review (PPR) meetings assigned
- Maintains accurate written record of contacts and assists with the tracking and compilation of data and reports in a timely manner
- Assists with the coaching and mentoring of new hires as requested (Level II)
- Participates in quality improvement activities, utilization review and peer review



- Promotes a positive image of the Parenting PATH and demonstrates an ability to work and execute responsibilities as part of a community and agency team, including agency events
- Provides 24/7 crisis intervention services to families and back up for colleagues as needed
- Other duties as assigned

Work Environment and Physical Requirements:

- Ability to work flexible hours, including evening and weekend to accomplish the job
- A valid North Carolina driver's license with proper insurance coverage
- Ability to travel between various locations to assist families with reaching their goals
- Work is performed in an office environment, the community and client home.

I have reviewed this job description with my supervisor and acknowledge receipt. I understand the requirements, essential functions and duties of the position as written.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____