



Job Description

Position Title

Family Aide

Reporting to

Family Services Coordinator

Position Summary

The Family Aide works in conjunction with the Family Services Coordinator to assure implementation of a spectrum of support services, instruction and assistance to parents/caregivers to improve their skills and ability to fulfill parenting roles and responsibilities. To establish a relationship with assigned parents in which the parents' dependency needs are met and parenting skills are improved. Responsible for assessing and optimizing the home environment for the physical and mental well-being of children who are at risk of being abused/neglected and their families. Support services include, but are not limited to, addressing safety threats and risks; parenting skills training, education and training in activities related to home management; scheduling and providing transportation; attending case staffings and court hearings as requested; and resource referral and access. Collaborates with other community agencies working with the family. This position reports directly to the Family Services Coordinator. The Family Aide will also be responsible for all other duties designated by his/her supervisors that will benefit the organization. Due to the nature of this position, the Residential Child Care Worker should always model a positive attitude and supportive demeanor.

Duties and Responsibilities

Training

Satisfactorily completes initial training program.

Attends and participates in regular staff meetings, ongoing training/in-services and supervision.

Family Support Services

Establishes and maintains a trusting relationship with at-risk families by initiating and maintaining regular client contact.

Implements parenting curriculum with family, provides support and assists developing problem-solving skills based on assessments.

Assists parents in making and attending appointments for doctors, social service agencies, etc. Acts as a liaison between families and other community agencies.

Familiarizes self with community resources appropriate to needs of clients. Is available to accommodate flexible working hours.

Demonstrates a motivation to familiarize self with parent-child interaction and child development materials and the dynamics of child abuse and neglect.

Professional Contacts

Works cooperatively with other professionals assisting the family.

Demonstrates ability to work as part of a team.

Case Management

Establishes case plans with goals, objectives and activities with supervisor.

Demonstrates competence in written English. Records client observations and activities in a consistent and timely manner.



Manages assigned cases and related work responsibilities.

Miscellaneous

Maintains confidentiality requirements of the agency.

Reports immediately to the Department of Social Services or Law Enforcement any suspicion of abuse or neglect as required by law.

Participates in and represents CAPA at community events and provides support at CAPA events, as assigned.

Performs any other related duties as may be necessary to the functioning of the agency or at the request of the supervisor.

Qualifications

University degree or community college diploma in social work, child care, education, counseling or other related field and at least two years direct family support experience

Experience working with complex multi-problem families; the ability to facilitate visitations using coaching, modeling and mentoring interventions

Must possess the knowledge of family dynamics and the provision of family centered services; the ability to interact and relate well with families from a variety of different lifestyles, backgrounds and ethnicities; understanding of diverse parenting styles

Strong listening and communication skills are critical

Strong analytical and problem solving skills and ability to work independently and as part of a team

Sound computer skills including word processing and database management

An understanding of the non-profit, voluntary and social services sector

Must complete specialized training prior to providing services

Must have the ability to interact in a professional manner with staff, clients, DSS staff, Court officials and the general public

The knowledge of and ability to access community resources including public behavioral health

Must be 21 years or older

Prior to employment must have a TB test (annually)

CPR and First Aid certified with continuing certification during employment

Ability to work flexible hours

Access to reliable transportation, valid driver's license, approved insurance coverage (to include being approved by CAPA's automobile insurance carrier) and clean driving record

Ability to climb stairs, bend, crouch, and lift 50lbs and may require long periods of sitting and standing

Must have no criminal record

Must have no history of substantiated child abuse or neglect

Bilingual capabilities preferred