

EMPLOYMENT OPPORTUNITY

PROGRAM: Project Mothers and Schools (MAS)- South

TITLE: Family Support Worker for Teen Dads

PRIMARY FUNCTION/PURPOSE

Under the supervision of the Project MAS-South Supervisor, the Family Support Worker delivers essential basic child-care, parenting, information and referral services to teen dads enrolled in the Southside, East Central, Southwest and Harlandale ISD. Services provided in the clients' home/and or respective schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Accepts direction and work assignments from the Supervisor to include working with any teen dad as assigned.
2. Attends to the social and medical needs of children and families as they arise under the supervision and direction of the Supervisor.
3. Cooperates with co-workers and Supervisor. Treats co-workers and Supervisor with respect and courtesy. Assists other Family Support Workers when workload requires.
4. Models appropriate behavior at all times, setting an example for children and parents.
5. Takes responsibility for the safety of children assigned. Informs the Supervisor immediately if there are concerns regarding health or safety of a child.
6. Arranges for transportation for children and teen dads to and from designated points. At times the Family Support Worker will be expected to provide transportation as directed by the Supervisor. The Family Support Worker will adhere to safe driving standards at all times and report all incidents involving the children or any vehicle contact or malfunction immediately to the Supervisor. Teen dads must accompany children in all transportation situations.
7. Maintains and safeguards the confidentiality of client information at all times.
8. Helps teen dads plan, organize and supervise stimulating activities for the children using the Nurturing Curriculum and other program approved curricula.
9. Maintains enhanced parenting skills of caseload by 75%.
10. Maintains child developmental milestones of caseload by 75%.
11. Maintains timely child immunizations of 100% of caseload.
12. Keeps scheduled appointments with clients by minimizing staff absences and visit rescheduling.
13. Fosters consistency and reliability with clients by maintaining regular contact both by phone and in the client's home.
14. Submits weekly reports to Supervisor.
15. Performs other duties as assigned.

GENERAL EXPECTATIONS

Children and teen dads will receive information and referral services, parenting, medical care and supervision ensuring the health and safety of the family at all times. Adheres to the policies and values of The Children's Shelter and Project MAS program.

REQUIREMENTS

1. Ability to write clearly, accurately, and descriptively, using appropriate vocabulary, grammar, and language.
2. Skills in organizing work in a responsible way with multiple challenges and priorities.
3. Must maintain Texas driver's license and provide proof of automotive liability insurance.
4. Must have access to reliable and safe transportation. Driving will be required on a regular basis.
5. Ability to engage and effectively communicate with persons from diverse cultures and communities.
6. Strong positive communicative skills to engage and work with clients and their families effectively.
7. Must possess a high school diploma, some college preferred.
8. Must have 3 to 5 years experience in the field of child-care, child development and behavior management and/or Bachelors Degree in human service field from an accredited university or college.
9. Negative TB Test before employment.
10. Favorable background check and drug screening.
11. Ability to use a computer to complete case documentation.
12. Maturity to treat children and their parents with dignity and respect at all times, in all circumstances.

DESCRIPTION OF WORKING ENVIRONMENT

Position is assigned to Project MAS program and may be assigned to any of the agency's locations, but many work assignments are completed outside of an office setting, including in the clients' home. Weekend and evening work will be required to meet the clients' needs.

DESCRIPTION OF ORGANIZATIONAL RELATIONSHIP/REPORTING RELATIONSHIPS

Supervised by Project MAS South Supervisor
Evaluated by Project MAS South Supervisor

In his/her absence supervised by the Vice President of Adolescent Services.

Driver's License # _____ Date _____

Auto Insurance Verified _____ Expiration _____

Incumbent _____ Date _____

Reviewed by _____ Date _____

Date Updated: May 2007