



PINS Diversion Program
Family Support Worker

Reports to: Senior Family Support Worker

Employment Status: Non-Exempt

Qualifications:

- Bachelor's degree in Human Services or related field and at least one year experience working with children and families.

Job Duties/Responsibilities:

- Maintain a caseload of 10-12 children.
- Conduct initial intake to assess the family, identify child(ren) and obtain required initial documents.
- Regular contact, with a minimum of a bimonthly face-to-face contact with the child, their parents, school, and any other service providers on the case is required.
- Provide reward-based activities that include participating in and facilitating psychoeducational and recreational groups as needed.
- Attend and participate in the weekly unit assessment team meetings, monthly PINS department meeting.
- Develop and present a service plan and goal statement(s) that addresses the issues presented during the intake. Facilitate potential respite placements as part of the service plan if needed.
- Create comprehensive referrals to necessary providers.
- Promptly meet required state and agency deadlines.
- Coordinates family team meetings with unit staff and other service providers.
- Maintain accurate and update to date case records, contacts, progress notes and, create a Family Assessment Service Plans and Preventive Assessment and service plans.
- Attend CFLR staff meetings and other agency functions as required.
- Provide occasional transportation of program clients in accordance with CFLR's transportation policy.
- Abide by HIPPA laws and State and County PINS Diversion regulations.
- Any other duties/tasks assigned by supervisor.

Employee Signature

Date

Chief Executive Officer's Signature

Date