

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number:	Family Support Provider
Type Position:	Full Time with benefits
Salary Range:	17.00 an hour / \$33,150 Salary
Posting Length:	Standing Posting
Posting Dates:	Until Further Notice
Contact Name / Number:	Stephanie Hansen 570-404-7295
Job Description:	See Attached Job Description

ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

One year as a County Social Services Aide 2;

Or

Graduation from high school. Or its equivalency, and three years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information;

or

An Associate's Degree in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice or other related Social Sciences, and one year of experience in a human services agency;

Or

Any equivalent combination of experience and training.

2. Approved Additional Special Requirements: None

3. Valid Driver's License

HOW TO APPLY -- ALL CANDIDATES

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to: 1873 Shumway Hill Road Wellsboro PA 16901 : Attention Steph.

Applications can also be emailed to: Shansen@tiogahsa.org

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY
& AFFIRMATIVE ACTION EMPLOYER

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)		2. Employee Number	Position Number
3. Department Family Services	Bureau	Division	Headquarters Organization Code
4. Class Title Social Service Aid 3		Working Title Family Support Provider	Class Code
5. Regular Work Schedule Start Time: <input type="text" value="8:00 a.m."/> Lunch Length: <input type="text" value=".5"/> End Time: <input type="text" value="4:00 p.m."/> Hours/Week: <input type="text" value="37.5"/> Staff must be available to work non-traditional hours, meaning hours outside of the standard 8:00 a.m. to 4:30 p.m. workday, as operational needs require Days Worked (check all that apply): S M T W Th F S <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>		Position is: <input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary Reports to: Name Class Title Explain any schedule variations: Staff must be available to work non-traditional hours, meaning hours outside of the standard 8:00 a.m. to 4:30 p.m. workday, as operational needs require	

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Family Support Provider

Description:

Under the general direction of the Family Support Provider Supervisor, this person is responsible for delivery of programming that provides an opportunity for children and families to receive active, educational, and supportive services to improve parenting, homemaking, budgeting skills and overall family functioning. This person assesses homes upon each visit, makes recommendations as needed, monitors, and reports progress. Emphasis is placed on health and/or safety concerns for families receiving Children and Youth Services. The Family Support Provider works with the family on achieving the Family Service Plan Goals, reunification, and stability.

Education and Experience:

One year as a County Social Services Aide 2;

Or

Graduation from high school. Or its equivalency, and three years of experience in public contact work in a human services agency which included one year of experience in interviewing and obtaining information;

Or

An Associate's Degree in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice or other related Social Sciences, and one year of experience in a human services agency;

Or

Any equivalent combination of experience and training.

Essential Functions of the Family Support Provider include but are not limited to the following:

- Provides supports and coaching to parents utilizing the STEPS method (STEPS: Support, Teach, Educate, Parents) and ESP (Effective Safe Parenting) techniques.

- Assists parents and families in building informal support networks that promote positive relationships.
- Work with parents and families in assessment areas of strength and need. Complete referrals for available supports in the community.
- When needed, assist with the coordination and oversight of supervised visitation. Assist and coach parents in providing safe parenting techniques.
- Complete intake process (when needed), assist in goal planning, coordinate services to support in achieving goals, monitor progress during scheduled meetings with families, and evaluate progress.
- Stay informed about current best practices, attend training sessions, and seek professional development opportunities to enhance skills and knowledge related to supporting parents and families.
- Maintain accurate and up-to-date records of services provided, progress notes, incident reports, court reports and other required documentation. Report any concerns, observations, or incidents to the appropriate supervisor.
- Communicate regularly with CYS casework staff and other professional supports. Testify in court on progress and/or lack of progress.
- Weekend and Holiday on-call for the Plans of Safe Care program.

Equipment and/or machines used in the performance of the above duties:

Automobile
 Personal Computer/Keyboard and related software
 Photocopier
 Fax Machine
 Shredder
 Standard small office equipment (stapler, scissors, etc.)
 Calculator
 Telephone

HIPAA Access Level:

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer’s care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

7. Briefly describe how work is assigned to this position and how the work is reviewed.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

NA

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's
Signature _____

Class
Title _____

Date _____

Immediate Supervisor's
Signature _____

Class
Title _____

Date _____

Reviewing Officer's
Signature _____

Class
Title _____

Date _____

