



THIEF RIVER FALLS, MINNESOTA 56701

Family Based Services Provider

Pennington County Human Services is seeking applicants for the position of Family Based Services Provider. This full-time (37.5 hours/week) position will be performing a variety of paraprofessional social service activities to support the professional and supervisory staff of the agency. This position will assist professional staff in the prevention and treatment of child abuse and neglect, provide in home support to reduce the incidences of abuse and neglect, and prevent or shorten out of home placement and work toward reunification of families. This is a shared position between Pennington County and Kittson County and features an hourly wage range of \$22.12 to \$28.53.

Minimum qualifications of education and experience are 1) two years of home management experience, which includes childcare experience, or 2) two years of college coursework with emphasis in home economics, child development, health, social work, sociology, psychology, or a related behavioral science. Candidates must indicate the total number of years of home management and childcare experience on an attachment to the application.

Applicants must apply to and be determined eligible for employment as a Family Based Services Provider by the Minnesota Merit System. Applicants may complete a Minnesota Merit System on-line application at:

<http://agency.governmentjobs.com/mnmeritsystem/default.cfm>. The Minnesota Merit System will accept applications for this position until 12:00 pm on December 27, 2021.

For additional information contact: Julie Sjostrand, Director, Pennington County Human Services,
PO Box 340, Thief River Falls, MN 56701, Telephone: (218) 681-2880 ext. 227 or by email at jasjostrand@co.pennington.mn.us

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POSITION DESCRIPTION PENNINGTON COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Family Services Provider	Department: Human Services
Immediate Supervisor's Position Title: Social Services Supervisor	FLSA Status: Non-Exempt
Job Summary: <p>Under the direction of the Social Services Supervisor, the Family Services Provider is responsible for performing a variety of paraprofessional social service activities to support the professional and supervisory staff of the department. The Family Based Services Provider is responsible for providing a variety of paraprofessional support activities to assist social workers in the prevention and treatment of child abuse and neglect and the prevention or shortening of out of home placement.</p> <p>This classification represents a unique paraprofessional classification title within the Human Services Department. Essential duties outlined below are intended as “representative” examples of the level, nature and decision-making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides intensive in-home and family support services to high-risk families with children who receive child protection, child welfare and child mental health case management under the service plan(s) of social workers and professional/supervisory personnel. Duties include but are not limited to:
 - a) Implements service plans established by professional staff. Assists professional staff and family in formulating goals and expectations. Assists social workers in assessing family dynamics and in determining the level of service to be provided to families.
 - b) Demonstrates and teaches parenting skills, nurturing skills, discipline methods, child growth and development fundamentals, stress management, verbal and nonverbal communication skills.
 - c) Teaches and demonstrates household, , time and money management techniques.
 - d) May serve as protective payee for client, as appropriate.
 - e) Assists family members dealing with loss and separation issues.
 - f) Teaches clients health, safety, and nutritional needs of the family and how to meet those needs.
 - g) Serves as a role model for families providing ongoing support and encouragement to clients to build self-esteem.
 - h) Guides clients in the development or restoration of socialization skills, including the ability to use recreation effectively.

- Documents significant information in case files and prepares written information for social workers.
 - a) Identifies, documents and/or reports indicators of neglect, emotional, physical or sexual abuse of children or adults.
 - b) Monitors client progress and adherence to plan goals and expectations.
 - c) Documents assessment, services and outcomes in accordance with deadlines.
 - d) Assesses and documents home learning environment and records client observations and activities.

- Serves as an advocate for families by collaborating with social service agencies and promotes interagency coordination to and from partner agencies.
- Recommends referrals to other community agencies if signs and symptoms of other problems are exhibited to social worker staff.
- Assists in the formulation and implementation of parent education classes and assists parents in participating in them and other support groups.
- Gives testimony in court for agency and/or may accompany client to court for support.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Oral and written communications. • Establishing and maintaining effective working relationships with employees, clients, supervisors, department heads, officials, and the public. • Interpreting, implementing and applying guidelines, rules and requirements of social service programs and services. • Updating and maintaining various client logs, lists, databases, documents, forms and records. • Applying department procedures, processes and program requirements in coordinating and handling case management duties in delegated areas. • Coordinating, scheduling and/or transporting clients to and from various appointments and monitoring the safety of participants. Coordinating and implementing other social service programs/services, as assigned, in accordance with guidelines, regulations and requirements. • Interviewing, collecting and performing various screening and intake support services. • Applying department policies and procedures in dealing appropriately and consistently with program clients and delivering services to clients. • Developing client rapport and providing client services to clients. • Operating, using and utilizing departmental applications in updating and maintaining client records and files. • Preparing narrative reports, case files, forms and materials required by the department>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
	None	
TOTAL		

LICENSE/ CERTIFICATION	Identify licenses/certification required: Pass Merit System exam.
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EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Major field of study or degree emphasis: Post secondary education in home economics, child development, social work, sociology, psychology or related behavioral science area		
High school diploma or GED.				
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of County, department and program policies and procedures. • Knowledge of human behavior and social trends, problems and issues faced by clientele. • Knowledge of social service goals and organization. • Knowledge of interviewing techniques • Knowledge of agency programs, services, policies, procedures and organization. • Fundamental knowledge of community resources. • Knowledge concerning the operation and use of computer equipment, general productivity software (i.e., spreadsheets, word processing, etc.) and human service customized applications and software. • Knowledge of data privacy regulations and data retention schedules. • Fundamental knowledge of office procedures, functions and recordkeeping and basic case management activities and requirements. • General knowledge of laws, rules or regulations pertaining to job requirements. 		
2nd year graduate level				
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 2 years home management experience. Relevant additional post secondary education can substitute for some experience on an equivalent basis.				
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>		Unusual or hazardous working conditions related to performance of duties: Employee works primarily in an indoor office setting and is exposed to minimal adverse or hazardous conditions. Some on-site or home visits are required in the job. Employees are exposed to some disagreeable, hostile, uncooperative and/or angry clients or members of the public that can make the job less than desirable. Potential hazards and risks in working with clients can be minimized through departmental procedures, training, and general county risk management techniques employed by the County.		



PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit			x	
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms			x	
Climb or balance	x			
Stoop/kneel/crouch or crawl	x			
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds		x		
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 7/10/2021 by BCC.