

# Mental Health America of Northwest Indiana

## POSITION DESCRIPTION

**Position:** Healthy Families Family Support Specialist  
(Non-Exempt – 40 hours/week)

**Reports to:** Healthy Families Program Manager **Supervisor Responsibilities:** None

**Position Summary:**

Reports to HF Program Supervisor, responsible for initiating and maintaining regular and long term contact with families.

**Essential Duties and Responsibilities** includes the following, although *other duties may be assigned to meet agency needs:*

- Completes all required home based family support services as defined by Healthy Families Maintain a caseload weight of 30.
- Assess the normal growth and development of the target child.
- Assists families in establishing goals and a plan for achieving their goals.
- Ensures that all families are billable on a monthly basis.
- Ensures all information is entered in the DATAtude system in a timely manner.
- Actively advocates for all children, families and persons with mental illness served by MHAnwi.
- Attend and participate in all team meetings, required Healthy Families trainings as well as Parents As Teachers meetings deemed appropriate.
- Promote Healthy Families and Parents as Teachers to the community through education, public relations including existing community partnerships.
- Observes safe job practices, maintaining a clean and safe working environment.
- **Qualifications:**

Bachelor's degree in psychology, social work or human services field preferred. Two to three years experience working with children 0-5 preferred. Insurable driving record with valid driver's license.