**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 ENLITE 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.

**Mental Health America NWI is an Equal Opportunity Employer**