

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 an average caseload weight of 26.
- 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:**

Associate degree required; 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