

**LIFE MANAGEMENT CENTER OF NORTHWEST FLORIDA, INC.  
JOB DESCRIPTION**

**DATE ESTABLISHED:** 03/13/01

**DATE AMENDED:** 6/12/2023

**TITLE OF POSITION:** Family Support Specialist

**POSITION NUMBER:** 22-07

**PROGRAM:** Bay County Children's Services

**COMPONENT:** Healthy Families

**MINIMUM REQUIREMENTS:**

Minimum of a high school diploma or equivalent; college coursework preferred. Experience working with or providing services to children and families.

- An ability to establish trusting relationships
- Acceptance of individual differences
- Experience and willingness to work with the culturally diverse populations present among the site's [target population](#)
- Knowledge of infant and child development
- Open to [reflective practice](#) (i.e. has capacity for introspection, communicates awareness of self in relation to others, recognizes value of supervision, etc.)
- [Infant mental health](#) endorsement preferred

Forty (40) hours of agency training relevant to: Healthy Families project goals, services, policies and operating procedures; relationships with other community resources; child abuse/neglect indicators and reporting requirements; history and philosophy of home visiting; universal precautions for violence; client rights; confidentiality; client grievance; incident reporting; cultural competency; HIV/AIDS information; infection control; safety; community resources. Completion of Cardiopulmonary Resuscitation and Basic First Aid training (within six months of hiring). Compliance with minimum standards for screening of mental health personnel as contained in FS 394.4572. Successful completion of State sponsored Healthy Families core training.

Life Management Center maintains and enforces a drug-free workplace policy. Applicants are required to be drug tested prior to employment. Under certain circumstances, employees may also be required to submit to drug and/or alcohol testing. Information on the Drug-Free Workplace Policy is contained in the employee Handbook and set forth in the Drug-Free Workplace Policy, available through the Human Resources Department and the organization's website at [www.lifemanagementcenter.org](http://www.lifemanagementcenter.org)

**POSITIONS SUPERVISED:** None

**SUPERVISED BY:** Healthy Families Program Supervisor

**POSITIONS SUPERVISED:** None

**WAGE AND HOUR STATUS:** NON-EXEMPT

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**DESCRIPTION OF DUTIES AND RESPONSIBILITIES<sup>1</sup>:**

**ESSENTIAL FUNCTIONS:** (Essential functions of this position are listed below. The position also includes additional functions as needed and/or assigned by supervisor.)

**ESSENTIAL FUNCTIONS:**

1. Participate in Family Support planning and reviews.
2. Perform away-from-Center intervention activities that:
  - Identify unmet needs and link with community resources
  - Strengthen parent/child relationships
  - Optimize the home environment
  - Strengthen family problem solving activities and self-advocacy skills
  - Monitor the normal growth and development of the target child.
3. Coordinate client services with other internal providers.
4. Review hospital and clinic records.
5. Staff referrals with program staff.
6. Travel between multiple work sites.
7. Obtain and forward for data entry all information necessary for case openings. Maintain client service delivery schedule.
8. Assist with preparation, planning, and/or set-up for Healthy Families fund-raising events and working events that are specifically geared for family appreciation events and fund raising for the Healthy Families Bay program.
9. Perform client related documentation in accordance with program and Center policies and procedures and contract provisions as applicable.
10. Perform data collection as specified by contract.
11. Initiate and participate in activities for staff, program and Center development.

**Physical and Other Requirements:**

Activity	Expectation
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<sup>1</sup> Expectations regarding quality and quantity of work are further delineated in the criteria-based performance appraisal.

Standing	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
<input type="checkbox"/> Sitting	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
<input type="checkbox"/> Driving vehicles	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Lifting and/or Carrying	<input type="checkbox"/> Minimal	<input checked="" type="checkbox"/> Moderate	<input type="checkbox"/> Frequent
Bending and/or Stooping	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Climbing Stairs and/or Ladders	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Walking or Moving (between offices, other facilities, etc.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent
Other (Ability to sit on floor in client homes.)	<input type="checkbox"/> Minimal	<input type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Frequent

Speaking:  Yes  No  
Hearing:  Yes  No  
Reading Comprehension:  Yes  No  
Repetitive motion with hands, wrists, arms (e.g keyboard, typing, handwriting, etc.)  Yes  No

Ability to lift and carry up to **15** pounds.

Ability to handle stressful situations:  Minimal  Moderate  Frequent

	Infrequent	Occasional	Frequent	N/A*
Travel Same Day	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Travel Overnight	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overtime (Non-Exempt only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays/Weekends	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Work (PMs/Midnights)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\* Not Anticipated

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ADA Accommodations will be reviewed for persons with disabilities. We reserve the right to assess undue hardship that results from the provided accommodation and may need to rescind such reasonable accommodation if undue hardship results.

**Copy received by:**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Employee**

\_\_\_\_\_ **Date** \_\_\_\_\_  
**Supervisor**