

NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC
P.O. Box 52025
JACKSONVILLE, FL 32201
(904) 398-7472

ANNOUNCEMENT FOR THE POSITION OF:
FAMILY DEVELOPMENT SPECIALIST— Putnam County

SALARY RANGE	DEPARTMENT	HOURS	OPEN DATE FOR APPLYING	LAST DAY TO APPLY
\$21,858 ANNUALLY	Community Services Jacksonville, FL	Mon-Fri 8am—5pm	Thursday 02/02/12	Thursday 02/16/12

IF YOU HAVE A DISABILITY THAT REQUIRES ACCOMMODATION TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE LET US KNOW AT THE TIME OF MAKING THE APPLICATION.

***NOTE TO APPLICANTS: IF YOU ARE UNABLE TO COMPLETE THE APPLICATION PROCESS IN PERSON, PLEASE MAIL YOUR APPLICATION DIRECTLY TO:**

**NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.
P. O. Box 52025
JACKSONVILLE, FL 32201
ATTN: HUMAN RESOURCES DEPT.**

RESPONSIBILITIES: The Family Development Specialist reports to the Family & Community Services Manager and is responsible for building nurturing relationships with families to identify barriers to self-sufficiency, works with families and community partners to establish goals for independence from subsidized assistance; facilitates use of resources with and between community partners. Performs other case management functions to enhance completion of the Family Self-Sufficiency Program.

DUTIES:

- ◆ Recruits applicants for the Family Self-Sufficiency Program who are most likely to benefit from the program and performs outreach activities to inform the general public about services offered for the National ROMA Goals 1, 2, 3, and 4.
- ◆ Determines client's eligibility and complete intake forms based upon program guidelines.
- ◆ Performs and/or coordinates the assessment of applicants to determine interest in the Family Self-Sufficiency Program including function level in reading and math to determine suitability for enrollment by using the ROMA accountability cycle—assessment, planning, implementation, results and evaluation.
- ◆ Monitors participants progress in the Family Self-Sufficiency Program by providing counseling services one-on-one, and group settings; and visits participants at home, school and employment sites as the need arises; performs case management services to participants while enrolled in the Family Self-Sufficiency Program to achieve employment and employment support outcomes.
- ◆ Assists program participants with the development and completion of the Individual Training and Service Plan and execution of the Contract of Participation to achieve employment, employment support and asset building outcomes.
- ◆ Arranges for pre-employment and work maturity skills to enhance employment placement and employment retention.
- ◆ Coordinates for and/or provides placement of participants into employment and training related jobs commensurate with their knowledge, skills and abilities.
- ◆ Coordinates the provision of services with community partners as identified on the Individual Training and Service Plan and Contract of Participation to assist participants to achieve measurable outcomes.
- ◆ Develops and/or implements individual program strategies based on workplan procedures to assist participants to achieve measurable outcomes.
- ◆ Submits timely and accurate strategies, requisitions, and other supporting document to assist participants to achieve measurable outcomes.
- ◆ Serves as a liaison with other case managers within the community to enhance completion of the participants' individual training and service plan and the contract of participation for employment, employment support and asset related outcomes.
- ◆ Supports Family & Community Service Manager with operations of the office on an as needed basis.
- ◆ Performs other job-related duties as may be assigned.

QUALIFICATIONS:

Applicant must possess a degree in Sociology, Psychology, or related fields with a minimum of two years experience in social service or an acceptable combination of education and experience; must be proficient in various computer software applications.

NOTE: Applicants must meet the minimum requirements for this position. The application must be submitted to the Human Resources Department by the closing, along with all other documents if required; (i.e., copies of college degrees, college transcripts, certificates, diplomas, professional registration, etc.) Applications are accepted Monday through Friday from 8:00 a.m. to 4:30 p.m.
