HEALTHY FAMILIES CHARLES COUNTY
FAMILY ASSESSMENT WORKER
JOB DESCRIPTION

The Family Assessment Worker is responsible for screening prenatal women and parents of newborns to determine eligibility in the Healthy Families (HF) home visiting program for first-time parents. In this capacity, the Family Assessment Worker also makes appropriate referrals to programs and agencies in the community.

Responsibilities:

- Submit screens to Program Coordinator upon receipt and make contact with new referrals within 24 hours of receiving the screen.
- Screen potential client with “quick screen” if not done by the referral source.
- Become familiar with local resources and provide referrals to families.
- Perform Creative Outreach to contact referrals and engage parents in the program.
- Serve as a client advocate as needed.
- Perform family assessment using the Parent Survey. Complete assessment paperwork within 48 hours of the Parent Survey.
- Provide Program Coordinator with the Parent Survey as outlined in the Healthy Families Screen Tracking Form.
- Check accuracy of assessment data for quarterly reports with Program Coordinator.
- Maintain regular contact with Civista Hospital, Women’s Health Center, and Teen Parenting.
- Identify, contact, and engage other potential referral sources.
- Provide presentations to community partners on Healthy Families Charles County.
- Participate in staff meetings and weekly supervision with Program Coordinator.
- Participate in ongoing professional development trainings.
- Provide program representation at community events as assigned.

Minimum Qualifications:

- A bachelor’s degree in human services, social work, or other related social science field.
- The ability to make home visits as required.
- Two year’s experience working with children and families.
- Knowledge of infant-child development and effective parenting skills.
- Demonstrated ability to develop a trusting relationship and to be part of a team.
- The ability to handle stressful situations.
- An understanding of human and cultural diversity.
- The ability to observe and accurately report the functioning of children and families.
- Demonstrated writing and organizational skills, and ability to meet deadlines.
- Ability to work flexible hours, including evenings and weekends, in accordance with families’ needs within a 40 hour week.
- Ability to travel, possession of a valid driver’s license and an insured vehicle.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of the fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.