

## **COOK INLET TRIBAL COUNCIL JOB DESCRIPTION**

Job Title: New Beginnings Family Support Worker  
Location: Family Services Department  
Reports To: Healthy Families Programs Coordinator  
FLSA: Full-time, Non-exempt  
Salary Range: DOE

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### **General Function:**

Under the supervision of the New Beginnings Program Coordinator, the Family Support Worker works with families in the home environment to promote the physical, mental and emotional well being of infants and young children. The Support Worker assists in strengthening the parent-child relationship by improving parenting skills, reducing family stress and meeting the needs of parents.

### **Duties and Responsibilities, including but not limited to:**

- Establishes and maintains a trusting relationship with at-risk families by providing regular contact through home visits. Establishes and maintains relationships with very difficult clients.
- Uses advanced observation skills to identify family dysfunction and implement effective interventions. Maintains advanced knowledge of substance abuse and domestic violence and their effects on families and practices intervention strategies when appropriate.
- Applies advanced knowledge of parent-child interaction, child development and the dynamics of child abuse/neglect to teach positive parenting and non-violent child management techniques. Appropriately establishes boundaries and sets limits in relationships with clients.
- Assists parents in making and attending appointments for doctors, social service agencies, Native organizations and corporations, etc. Acts as a liaison between families and other community agencies. Teaches families these skills, thus encouraging self-reliance.
- Establishes and effectively implements a case management plan with goals, objectives and activities to meet individual client needs. Meets with supervisor at least once a week to evaluate client status.
- Has familiarity with and knowledge of community resources and uses this appropriately to meet the needs of clients.
- Records client observations and activities in a complete, concise and timely manner, as required and also documents information for the evaluation of the project, as provided by the supervisor.
- Provides crisis intervention as needed.
- Performs developmental assessments and makes and implements recommendations.

- Provides leadership in actively participating in regular staff meetings, case conferences, in-service training and other meetings as required.
- Assists clients with paperwork needed in applications for programs such as medical or financial assistance.
- Other duties as assigned.

**Job Specifications:**

- Demonstrates skills in supporting families, reducing family stress and teaching positive parent-child interaction skills.
- Knowledge of child development, family dynamics, family problems and stresses of parenting, substance abuse and domestic violence. Knowledge of and belief in non-violent approach to disciplining children. Understanding of family dysfunction and demonstrated ability to intervene successfully to improve family functioning.
- Skill in crisis intervention, teaching/listening and basic problem-solving.
- Able to read, write and speak English. Bi-lingualism in an Alaska Native language preferred.
- Ability to recognize the need for professional intervention, to be non-judgmental, to be motivated to learn from direct experience as well as from training and supervision and to manage workloads and responsibilities with a minimum of supervision.
- Human service classes, such as case management, preferred.

**Qualifications:**

- High school diploma or its equivalent.
- Child Development Associate, Associate or Bachelor degree in Human Services or related field. Appropriate year for year experience may be substituted..
- Minimum of one year of experience and demonstrated proficiency in a position in the social services or education working with Alaska Natives and American Indians in the same general socio-economic category as the clients of this project.
- Demonstrated experience in making home visits.

**Hiring Preference:**

Preference shall be given to eligible and qualified Alaska Native/American Indian applicants pursuant to PL 93-638 Indian Self-Determination Act.

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Employee Signature

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Date

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Supervisor Signature

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Date