

HOLY FAMILY INSTITUTE
Family Support Specialist
Home-based Family Recovery
(HFR) Program

Employer: Holy Family Institute

Reports to: HFR Program Supervisor

Hours: Full-time Monday-Friday; must be flexible in scheduling to satisfy the needs of program families. Some evening hours may be required.

General Statement of Duties: Provide case management and support services to families enrolled in the HFR Program in their home and community settings.

Essential Functions:

1. Promote the philosophy and mission of HFI in the provision of services.
2. Support the clinical work of the HFR Team by facilitating/co-facilitating home visits including independently maintaining schedule.
3. Provide case management services to program families including linking with resources and collaborating with CYF and other involved agencies.
4. Work on family treatment plans goals collaboratively with families using a family-centered, strength-based, Motivational Interviewing approach.
5. Meet weekly family contact hour requirement consistently.
6. Document all services provided in the appropriate electronic systems.
7. Provide information and resources to families on topics including substance use disorders, parenting, child development and mental health information.
8. Participate in ongoing program development and quality assurance efforts.
9. Develop and increase personal skills in providing case management, psychoeducation and support services to families.

Please Note: *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact*

with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

Minimum Qualifications: Bachelor's Degree in Social Work (or other appropriate and approved Human Services area) required with a working knowledge of area resources, case management, child development and family dynamics, parenting skills, substance use disorders and mental health. 1-2 years of experience in providing case management or related services to clients/families required. Must have a valid PA driver's license and have or obtain Act 33/34 and FBI clearances. Additionally, must have use of a reliable vehicle during work hours and be physically capable of visiting families in their homes. EOE