FAMILY ASSESSMENT WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position responsible for pre-screening and screening for risk of child abuse or medical problems in the population of new births within predetermined target areas. The worker assesses the at-risk factors to establish the families' need for assistance or home visitation services. The work is performed in the field, either in the hospital, the doctor's office, or the client's home. The program is concerned with the families' need for support to enhance the child's optimum growth and development. The work is performed under direct supervision of the Supervisor, Programs for Children with Special Needs. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Reviews hospital admissions for child births;
- Reviews records to determine which families are eligible for program services;
- Prescreens those identified using prescribed procedures;
- Counsels families in crisis situations;
- Makes referrals to appropriate agency(s);
- Assists higher level administration staff in carrying out the day to day operational details of the program;
- Prepares periodic and special reports on program activities;
- Makes recommendations on improvement of services or modification of the operation of the program;
- Performs home visitations;
- Maintains records and files of program participants;
- Makes informational and plan presentations before community organizations, institutions, groups or individuals regarding the program.
- May fulfill the responsibilities of a Family Support Worker, as necessary to ensure continuous quality implementation of the Healthy Families Program.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the referral process and community resources; working knowledge of child development and family relationships; ability to interview clients with respect to sensitive information; ability to make simple data entry on a computer; ability to work effectively with others; ability to develop working relationships and deal diplomatically with the public in a culturally diverse community; ability to prepare written reports; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain confidentiality of records; ability to organize and maintain accurate records and files; ability to exercise discretion, sound judgment, and courtesy.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in Human Services, Nursing, or a related field; OR

(B) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience in adult education, recreation programs, community development, community health services, counseling, social work, work placement programs, or programs working with families, children, or infants; OR

(C) An equivalent combination of training and experience as defined by the limits of **(A)** through **(B)**.

SPECIAL REQUIREMENTS: Must have transportation available to perform the duties of the position AND have New York State Registry of Child Abuse clearance.

Competitive Class, Adopted 07/25/2007 Personnel Officer