

Epworth Family Resources  
York, NE  
Job Description

**Title:** Family Life Specialist (FLS)  
**Department:** In Home Family Services  
**Supervisor:** In Home Family Services Manager/Supervisor

**Position Summary/Purpose:** The Family Life Specialist will be employed by Epworth Family Resources and will report to the In Home Family Services Manager/Supervisor. The individual may be responsible for foster care, family support, visitation, and drug screening. A Family Life Specialist's job will vary based on caseload needs and required responsibilities to complete tasks at hand.

**I. Duties and Responsibilities**

**A. In Home Family Services**

1. Complete intakes within outlined timeframe.
2. Review and submission of documentation within the outlined time frame.
3. Be available to support In-home families, be available for crisis management, and other possible phone calls 24 hours per day.
4. Develop and implement corrective action plans to address skill areas needing further development to assist families in meeting their goals set forth by the Nebraska Department of Health & Human Services.

**B. Support In-home Family Service Cases**

1. Guide and teach parents in addressing behavioral or other identified areas of improvement within the home.
2. Advocate for the family ensuring all physical and emotional needs are met.
3. Support the family while assisting them to meet their needs with compassion.
4. Provide supervision, when required, to ensure safety for visits between child(ren) and his/her biological parents.
5. Provide transportation for children to and from visitation.
6. Assist families in locating community resources to assist their family needs.

**C. Participate in Monthly Team Meetings**

1. Participate in monthly team meetings as requested by the caseworker.
2. Facilitate communication of pertinent information between NDHHS, Probation, and other service providers.
3. Participate in weekly staffing meetings.

**D. Available 24 Hours a Day and 7 Days a Week**

1. Be available to respond to family needs whether via phone or in person.
2. Responsible for response times related to assigned cases. If unable to assist, communicate with supervisor and co-workers to assist.

**E. Other Duties as Assigned**

1. Seek guidance, as necessary in handling difficult client situations and establishing priorities for day to day workloads.
2. Attend classes, seminars, and other training opportunities that will foster individual development and professional growth.

3. Provide drug screenings appropriately and send to the lab if necessary. Drug screenings include oral, urine, sweat patch, and breathalyzer.

**F. Agency Commitments**

1. Represent Epworth Family Resources a positive and professional manner.
2. Sensitivity to the culture and socioeconomic characteristics of the clients and families Epworth Family Resources serves.
3. Adhere to strict confidentiality concerning client, employee, and agency information.
4. Exhibit an understanding of Epworth Family Resources' vision and mission by adhering to all policies and procedures relevant to both employment and clients we serve.
5. Support all staff as they carry out their assigned duties

**II. Position Qualifications**

The Family Life Specialist must have a Bachelor's Degree in human services, such as, but not limited to, a Degree in Social Work, Psychology, Sociology, and Early Childhood Development, or a related field. The Family Life Specialist may also be enrolled in college and be within two semesters of completing a Bachelor's Degree in human services or a related field. A person who is on semester, summer, or other break, but was enrolled the previous semester and will be enrolled after the break, shall be considered to be enrolled in college.

The Family Life Specialist must also possess strong relationship skills, organizational, and communication skills and have the ability to work with both internal and external teams and community partners.

He/she must be at least 21 years old, have the ability to work independently and have good organizational skills. He/she must have excellent written and verbal communication skills and possess a strong commitment to family centered practice. He/she must have the ability to utilize Microsoft Word, Excel, and Outlook and be able to meet documentation guidelines. He/she must possess a valid driver's license with no more than three points assessed within the last two years, and have no major traffic violations within the last five years. He/she will be responsible to maintain Epworth Family Resources vehicles upkeep ensuring oil changes happen on a regular basis, cleaning of the car, and ensure any repairs needed are reported to the In-Home Family Services Manager.

Must have the ability to stoop, bend, reach overhead, lift 35 lbs., and stand for extended periods of time.

Must pass a series of background checks prior to hire, including a pre-employment and ongoing drug screen

Revised April 11, 2024

Notice of Resignation: 30 day written notice.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_