

**LUTHERAN CHILD & FAMILY SERVICE OF MICHIGAN  
JOB DESCRIPTION**

**JOB TITLE: FAMILIES FIRST WORKER  
GRADE: 5  
EXEMPT/NON-EXEMPT STATUS: EXEMPT  
REPORTS TO: SUPERVISOR**

**POSITION SUMMARY**

Provide intensive home-based short term counseling, life skills education, and supportive services in order to preserve families, reduce the need for out of home placement and prevent the recurrence of abuse and neglect to children. Twenty-four (24) hour availability to assist with client emergencies and specific needs.

**JOB REQUIREMENTS**

**MINIMUM EXPERIENCE REQUIRED**

Some prior experience (1-2 years) working with children and families.  
Child welfare background.

**EXPERIENCE PREFERRED**

Three years or more experience working in crisis intervention, substance abuse, working with children and families in outreach or community based programs. Good therapeutic skills.

**MINIMUM EDUCATION REQUIRED**

Bachelor's degree in social work or human service field from an accredited school.

**EDUCATION PREFERRED**

M.S.W. or Master's degree in human service field from an accredited school.

**SPECIAL SKILLS REQUIRED**

Ability to work independently and as an effective team member; therapeutic skills, work in crisis situations; skill-building and knowledge of availability of concrete services; flexibility, including hours; ability to assist with heavy-duty cleaning; culturally and ethnically sensitive; ability to work with families in their environment which may include animals and smoke filled areas; interpersonal skills necessary to interact with a diverse group of individuals; computer literacy/skills.

**SPECIAL SKILLS PREFERRED**

Working knowledge of behavioral/cognitive strategies.

**LICENSURE/CERTIFICATION REQUIRED**

Driver's license - State of Michigan  
Certificate of insurance (automobile)

**LICENSURE/CERTIFICATION PREFERRED**

Highest state license, certificate or registration commensurate with the function of the position and the individual's academic training and experience.

### **MAJOR JOB RESPONSIBILITIES**

- (E) 1. Adheres to the Families First model of service (strength-based, non-deficit approach).
- (E) 2. Provide and assist families in obtaining concrete services, such as housing, transportation, house cleaning, etc.
- (E) 3. Provide skills training, including but not limited to parenting and communication.
- (E) 4. Provide short term counseling and crisis counseling for families.
- (E) 5. Make collateral contacts to arrange outpatient counseling, medical care; to meet with teachers, utility companies; assist family to network with community resources.
- (E) 6. Prepare reports (service plans, progress reports, termination summaries, goal sheets, weekly plans, time reports, letters, etc.) within the appropriate time frames.
- (E) 7. Prepare and present each individual case to be staffed weekly in group consultation; prepare for and meet individually with supervisor weekly. Seek ongoing informal supervision as needed.
- (E) 8. Prepare and present each case for termination meeting with contractor, recommending follow-up.
- (E) 9. Provide twenty-four (24) hour availability to clients and a flexible work schedule.
- (E) 10. Complete follow-up evaluations of families at 3, 6 and 12 months in the specified time frame.
- (E) 11. Other duties as assigned.

### **AGENCY MISSION ADVANCEMENT**

Be cognizant of and participate in the advancement of the stated mission of LCFS as demonstrated in attitude and performance of responsibilities with clients, staff, and in community contacts. (DHS, DCH, courts, other agencies...) as applicable.

### **LEVEL OF SUPERVISION**

Level of supervision received for a fully qualified Families First worker is GENERAL - Employee is usually required to act independently but reports on all situations that border on pre-established guidelines.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel performing this job.

**08/06**

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