

Homebuilders Specialist



Department: Homebuilders

FLSA Status: Non-Exempt

Reports to: Family Centered Services Homebuilders
Supervisor

Date: April 2018

Position Summary:

The Homebuilder Specialist provides home-based services to families involved with DCS or Juvenile Probation when either the children have been removed from the home or return to the home after removal is planned within 30 days. The Homebuilder Specialist works with families to align their goals with the goals established by DCS or Juvenile Probation and work towards those goals with the family.

Homebuilders provide a multi-disciplinary approach that combines active listening, motivational interviewing, cognitive behavioral and rational emotive therapies.

Building rapport and trust is vital to the success of the intervention.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide 24 hour crisis intake, intervention and consultation seven days week
 - Engage families in therapeutic process
 - Complete ongoing risk assessment and monitor family/parental progress
 - Develop short and long term family goals with measureable outcomes
 - Resolve immediate crises and teaches skills necessary for families to remain together and provide for the safety of all members of the family.
 - Complete a designated number of direct service hours
 - Secure supplementary information such as employment, medical records, or school reports
 - Schedule sessions at times that are convenient to the client and when client problems are likely to occur including evenings and weekends maintaining a flexible workweek that adapts as changes are needed
 - Accept new cases 24 hours a day 7 days per week upon request from a supervisor seeking to make contact and begin services within 24-48 hours of referral
 - Select and administer various tests such as psychological tests, personality inventories, and intelligence quotient tests, to identify behavioral or personality traits and intelligence levels, and records results. Reviews results of tests to evaluate client needs
 - Attend Family Team Meetings and Court, including testimony, as requested
 - Refer client to supportive services to supplement treatment and counseling
 - Follow guidelines for when to contact supervisors
 - Collaboratively works with referral sources and other internal programs
 - Administrative Duties
 - Complete monthly progress reports
 - Compile records in accordance with agency policies and prepare reports with their client, including assessments, treatment plans, daily case notes, monthly progress reports, and termination reports.
 - Maintain appropriate confidentiality.
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- Participate in individual supervision and group consultation.
 - Maintain or work towards clinical licensure, attends CEU trainings and other trainings as requested
 - Facilitate inter-agency and intra-agency collaborations that support the Bauer mission.
 - Assist with events as assigned
- Requires travel to client homes and community locations.
- Independently manage schedule

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- Bachelor's degree in sociology, psychology, human services, or other related field
- Valid driver's license

Experience Required:

- 2 years previous experience working with children and families with a Bachelor's degree or Masters degree in Social Work, psychology counseling or closely related field

Knowledge and Skills Required:

- Strong connection with the community and ability to maintain positive relationships
- Ability to resolve conflict and difficult situations peacefully
- Understanding of effective crisis resolution techniques
- Excellent communication skills, both written and verbal
- Ability to educate, inspire, and motivate others
- Attention to detail
- Organization and time management
- Ability to complete tasks at all hours of the day

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with computers, calculators, reference books, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, reaching, grasping, light lifting, bending, squatting, and other repetitive motions.

- Provide transportation in own car as necessary

Working Conditions:

- Work is performed in a community based setting and/or in families' homes. This role is exposed to tobacco smoke, domestic animals, household pests, and other conditions common to domestic environments.
- Travel up to 40%.

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INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.