

# ANOKA COUNTY COMMUNITY ACTION PROGRAM, INC.

1201 89<sup>th</sup> Avenue NE | Suite 345 | Blaine, MN 55434  
Phone: 763-783-4747 | Fax: 763-783-4700  
Website: www.accap.org



## JOB DESCRIPTION

**Position Title: Family Service Worker – Spanish Speaking**

**FLSA: Non-Exempt**

**Class Title: Human Service Worker I**

**Range: 3**

**Reports to: Family Services Coordinator**

### Position Requirements:

**Education and Experience:** Credential or Certification in Social Work, Human Services, Family Services or related field, or ability to obtain within 18 months of hire.

**Licenses Required:** Driver's License.

**Certifications Required:** Certification (or willingness to obtain) in: First Aid and CPR.

**Knowledge:** Knowledge of community resources; knowledge of social and economic problems, knowledge of methods, values, child abuse reporting, purpose and principles of social work.

**Background Investigation Required:** BI through MN Department of Human Services.

**Knowledge:** Knowledge of community resources; knowledge of social and economic problems, knowledge of methods, values, child abuse reporting, purpose and principles of social work.

**Abilities:** Ability to read, comprehend, and interpret documents such as safety rules, operating instructions, procedure manuals, and court documents. Complete tasks, reports and correspondence in a timely manner. Effectively speak before groups of families and employees of the organization.

**Skills:** Excellent oral and written communication skills; computer skills, time management skills, prioritizing and record keeping skills. Effective listening and counseling skills.

### Duties and Responsibilities:

Assist parents to identify, understand, and work on family goals. Provide parents with information regarding local community services; make referrals as necessary. Provide training to families to help build self-sufficiency skills; conduct home visits. Maintain accurate family records with adequate provisions for confidentiality. Monitor and record children's attendance. Plan and participate in family engagement training and activities. Work with community partners to provide resources to children and families. Build positive and goal orientated relationships with parents to assist in creating family partnerships in an effort to ensure children are ready for kindergarten. Collaborate efforts with community agencies. Attend staff meetings and trainings. Assist with children that have behavior problems; substitute in all centers when needed; keep current on required state training. Make reports to the local child protection agency as needed. Provide support in classrooms as needed. Performs other related duties as assigned.

### Essential Job Functions:

Normal office procedures, able to lift and carry 50 pounds safely, sitting in a chair, standing, or walking for extended periods of time, repetitive body movement including bending, crouching, kneeling, reaching, pulling, pushing, twisting, and turning, and utilizing arms, hands, and fingers on phone system, and keyboarding, extended visual contact with computer monitors. Must be able to communicate effectively with clients and employees. Must be able to enter client's home, climb stairs and could come in contact with cigarette/cigar smoke and a variety of pets. Must have a valid driver's license.

Posting Date:	April 4, 2019	Starting Salary:	\$12.86 - \$14.15 DOQ
Closing Date:	Until Filled	Supervisor:	M.Hatcher
Status:	Permanent/FT		
Benefits:	Medical, Dental, Vision, Life, Disability, HSA, Vacation, Sick, Holiday, 403B, Section 125		
Location:	Anoka County		

To receive an employment application, go to [www.accap.org](http://www.accap.org).