



Family Resource Specialist Job Description

The Family Resource Specialist will report to the Residential Services Director. This position will maintain a caseload of referrals from our contracting agencies to provide services to clients related to safety and objectives in accordance with referral information, assessments, and ongoing needs.

The Family Resource Specialist will:

- Engage families in service and treatment planning.
- Assess family and client needs.
- Plan and implement appropriate interventions using evidence-based and best practice approaches.
- Evaluate the effectiveness of service provision.
- Follow up as needed to determine appropriate courses of action.
- Meet with designated clients for the prescribed number of hours/days/contacts per week.
- Maintain open communication with referring authorities.
- Attend court hearings and provide testimony as required.
- Submit accurate, required notes within 24 hours of service and complete required reports within assigned timeframes.
- Transport clients utilizing personal vehicle, as necessary.
- Provide mentoring and job shadowing to new and current staff as assigned.
- Perform other duties as needed.

A Master's or Bachelor's Degree is required for this position. Preferred areas of study include social work, criminal justice, psychology, or a related field and a minimum of one (1) year direct care experience or supervised practice in lieu of the experience requirement.

Applicants must also meet the following requirements:

- A valid driver's license, auto insurance, and access to a vehicle.
- Pass current, applicable clearances.
- Pass pre-employment, post-offer drug screening.
- Physical demands such as moving around, using limbs, and lifting objects up to 50 lbs.

The Family Resource Specialist is a full-time, salaried position. Specialists will work remotely and in the field. Salary is commensurate with experience.

Please contact Becky Hill, Trent Hill Center Residential Services Director, at becky.hill@trenthillcenter.org for further inquiry into this position.