

Ozark Opportunities, Inc.

Job Title:	Family Development Worker	Job Category:	Non-Exempt
Department/Group:	Child Development	Position Type:	Full-Time
Location:		Travel Required:	Travel Required
Reports To:	Child Development Coordinator	Salary Range:	\$11.50 - \$12.00
Date Posted:		Posting Expires:	
Education Required:	High School Diploma or equivalent.	Certification Required:	FDC (may be obtained while employed).
External Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: 870-741-0924 OR HCLEAVER@OZARKOPP.ORG Subject Line: FDW Applicant		MAIL: Ozark Opportunities, Inc P.O. Box 1400 Harrison, AR. 72602	DROP OFF: 701 E. Prospect Harrison, AR. 72601
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Active involvement in the direction and development of low –income families from the prenatal stage through pre-school age children to facilitate advocacy and mentorship for a healthy home environment. Assists families by directing them to community resources such as prenatal and parenting classes, and many other developmental community helps. Mandated reporter of child abuse and neglect.</p> <ul style="list-style-type: none"> • Establishes working relationship with clients as a representative of the Agency. • Establish and maintain partnerships throughout immediate and surrounding communities. • Coordinates and facilitates client care through assessments and evaluations. • Ability to develop short and long-term goals to establish self-reliance. • Identifies barriers/opportunities for improvement for each client within their given plan. • Thoroughly document all processes (ability to communicate well orally and in writing, as well as proficient in office software for tracking purposes, ROMA). • Protect and ensure client confidentiality at all times. • Attend training workshops as needed, coordinate with team for Case Management referrals, and support recruitment efforts. • Flexibility to perform other duties as assigned. <p>PREFERRED SKILLS</p> <p>Post-secondary education with emphasis in Social Sciences.</p> <p>CONDITIONS OF EMPLOYMENT</p> <p>Active and unhindered Driver’s License. Successfully pass Criminal Background and Child Maltreatment check.</p> <p>PHYSICAL REQUIREMENTS</p> <p>Occasional lifting and moving of general office equipment, furniture and project materials. Long periods of sitting, reading, keyboarding alternating with long periods of standing. Frequent driving within the 6-county service area with occasional out-of-area functions/training.</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Hilary Cleaver 2/10/21	Date/Time:	Date/Time