

## Ozark Opportunities, Inc.

<b>Job Title:</b>	Family Development Worker	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Child Development	<b>Position Type:</b>	Full-Time
<b>Location:</b>		<b>Travel Required:</b>	Travel Required
<b>Reports To:</b>	Child Development Coordinator	<b>Salary Range:</b>	\$11.50 - \$12.00
<b>Date Posted:</b>		<b>Posting Expires:</b>	
<b>Education Required:</b>	High School Diploma or equivalent.	<b>Certification Required:</b>	FDC (may be obtained while employed).
<b>External Posting URL:</b>			
<b>Applications Accepted By:</b>			
<b>FAX OR EMAIL:</b> 870-741-0924 OR HCLEAVER@OZARKOPP.ORG Subject Line: FDW Applicant		<b>MAIL:</b> Ozark Opportunities, Inc P.O. Box 1400 Harrison, AR. 72602	<b>DROP OFF:</b> 701 E. Prospect Harrison, AR. 72601
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<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"> <li>• Establishes working relationship with clients as a representative of the Agency.</li> <li>• Establish and maintain partnerships throughout immediate and surrounding communities.</li> <li>• Coordinates and facilitates client care through assessments and evaluations.</li> <li>• Ability to develop short and long-term goals to establish self-reliance.</li> <li>• Identifies barriers/opportunities for improvement for each client within their given plan.</li> <li>• Thoroughly document all processes (ability to communicate well orally and in writing, as well as proficient in office software for tracking purposes, ROMA).</li> <li>• Protect and ensure client confidentiality at all times.</li> <li>• Attend training workshops as needed, coordinate with team for Case Management referrals, and support recruitment efforts.</li> <li>• Flexibility to perform other duties as assigned.</li> </ul>			
<b>PREFERRED SKILLS</b>			
Post-secondary education with emphasis in Social Sciences.			
<b>CONDITIONS OF EMPLOYMENT</b>			
Active and unhindered Driver’s License. Successfully pass Criminal Background and Child Maltreatment check.			
<b>PHYSICAL REQUIREMENTS</b>			
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.			
<b>Reviewed By:</b>	Name	<b>Date:</b>	Date
<b>Approved By:</b>	Name	<b>Date:</b>	Date
<b>Last Updated By:</b>	Hilary Cleaver 2/10/21	<b>Date/Time:</b>	Date/Time