

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Family Stabilization Specialist	<u>CLASS NUMBER:</u> 70231	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT</u> Non-bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Administrative Officer (100102)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> N/A		

CLASSIFICATION PURPOSE:

The primary purpose of the Family Stabilization Specialist classification is to assess the needs of families to determine need and appropriateness of various services per program guidelines.

JOB DUTIES:

Develop cooperative case plans to meet the family’s needs. Assist family in obtaining, understanding and utilizing services across human services agencies and community resources; assess and refer families to appropriate community resources and intercounty programs. Provide information and answers questions regarding different programs. Advise families regarding rights and responsibilities for participating in programs and services. Advocate for families to empower them to navigate social service and government systems. Provide crisis intervention, where appropriate.

Interview families to determine eligibility for public and medical assistance benefits, including but not limited to SNAP, TANF, Medicaid, publicly funded child care, and other benefits and programs administered by the Franklin County Department of Job and Family Services. Gather and document personal information, financial and employment information, verifications and other documentation as required by program rules and guidelines. Conduct interviews in person, over the phone, or in the field. Authorize or deny participation in and payments from public and medical assistance benefits programs and services. Monitor on-going compliance with program requirements and take appropriate follow-up case actions as necessary. Research case inquiries, case alerts, match listings, case discrepancies or special reviews. Maintain related documentation and reports as required by local, state and federal guidelines.

Plan, develop, and implement plans and projects to increase linkages and collaborative efforts between the agency and community agencies and organizations, including programs and services provided through contractual arrangements. Monitor compliance with contracts services and program outcomes. Work with community agencies and organizations to identify and recommend changes or new contracted services program outcomes, or collaborative arrangements to support family and agency objectives. Coordinate activities related to collaborative planning with community agencies and organizations. Provide technical assistance, consultation, and information to community agencies and organizations on agency programs and services, how to access services, and policies and procedures governing. Serve in informational and/or advisory capacity to agencies and organizations working with this agency to design and/or evaluate programs and services on behalf of families served by the agency.

Prepare reports, case summaries, and documents for supervisory review. Monitor family care plans in order to remain within program guidelines. Assimilate frequent changes in program policies and procedures and community services/resources. Review reports and record activities to ensure progress is being accomplished toward specified program objective. Prepare and maintain records, statistical charts, reports, and proposals regarding existing or proposed agency programs and services. Compile and distribute program information for program statistics. Prepare progress reports and monitor implementation of special research and/or program evaluation projects.

Attend internal and external staff meetings. Conduct multicultural presentations to promote community awareness and to educate social/health care agencies and professionals in order to improve understanding, service delivery, and policy development. Assist in the development of training materials and policies and procedures. Participate in activities of agency committees and workgroups as well as represent the agency on community boards, committees, work groups, and other similar groups. Attend training and workshops to enhance professional growth and development. Assistance with agency special events. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of budgeting; bookkeeping; accounting; public relations; human relations; agency policies and procedures; counseling; interviewing; social welfare. Skill in equipment operations. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts & draw valid conclusions; deal with many variables & determine specific action; comprehend & record figures accurately; maintain accurate records; prepare meaningful, accurate, & concise reports; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; cooperate with co-workers on group projects; handle sensitive inquiries from contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in business administration, public administration, social science, or related field with three (3) years of business or public administration, or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners. This position is time limited to approximately 24 months.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date