

SELF ENHANCEMENT, INC.

JOB DESCRIPTION

In-Home Safety and Reunification Services Program (ISRS) In-Home Safety Coordinator (Temporary Fulltime)

The In-Home Safety and Reunification Services Program works with families in crisis (mainly in their own homes), to address safety issues for families with children in the home, in situations where children are returning home, or when planning for family reunification. While services are being provided, the Coordinator will work closely with a caseworker from Department of Human Services (DHS) to provide child safety, stabilize and improve parental protection of children and help family's access necessary formal, and informal community resources and supports. Services will be authorized for up to 8 weeks. The In-Home Safety Coordinator time includes 75% intensive direct face-to-face contact with referred families, and 25% clinical supervision, consultation, on-going professional training, service planning, and other administrative tasks. The In-Home Safety Coordinator works a flexible forty-hour work week, which may include early morning, meal and bed times, evenings and weekends. This position reports to the Program Manager for Community and Family Programs. Self Enhancement Community and Family Programs is located at the OAME Center, 4134 N. Vancouver, Portland OR 97227 (Temporary position until June 30, 2012).

DUTIES & RESPONSIBILITIES INCLUDE:

- Short term intensive case management to resolve safety threat, improve parental protective capacity, develop interventions and assess change to lead to a safe home environment.
- Provide intensive family preservation services that include face-to-face contact within 24 hours of assignment.
- Provide services in the family's home and provided when family members are at home and during hours most likely to impact child safety.
- Provide parenting skills training and individual/family counseling using goal-oriented treatment plans.
- Work closely with DHS caseworker to create a safety plan for family.
- Attend Child Safety and Family Decision meetings, or other case planning discussions with DHS staff and referred families.
- Develop protective action or safety plan to outline how to control a safety threat through in-home observation, supervision and specific intervention.
- Work with family to develop plans and services to improve child safety, stabilize functioning, and access necessary formal and informal resources and supports.
- Create a collaborative problem solving approach incorporating the use of extended family, neighbors, other community persons and the provider as resources.
- Prepare written bi-weekly reports, reviewing progress of family in identified safety and change services. Also prepare additional or specialized written reports, as requested, for the purposes of court hearings or specific case planning meetings.
- Coordinate services with other social service agencies (i.e. job training, financial planning, etc.).
- Keep thorough and up-to-date client records in accordance with agency file requirements.
- Attend scheduled training sessions and other training geared toward professional growth. Attend agency staff meetings.
- Provide a daily and weekly work schedule.
- Accept other appropriate duties/responsibilities as assigned by management.

QUALIFICATIONS:

- A Master's Degree in Social Sciences or a Bachelor of Arts in Social Science plus five years experience working with families and children may substitute for a Master's Degree.
- Must be a highly skilled individual with needs assessment and case management experience.
- Knowledge of crisis, cognitive and behavioral interventions.
- Must have effective interpersonal skills.
- Must have the ability to immediately motivate and connect with parents successfully.
- Must have excellent writing skills, be highly organized and self motivated.
- Must have driver's license, insurance and own reliable transportation.

SALARY:

- \$17.50 hourly.
- This is a temporary position and does not have benefits.

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.