
Job Description

- I. JOB TITLE:** In-Home Home Based Services: In-Home Specialist
- II AUTHORITY and ACCOUNTABILITY:** The HBS Specialist is delegated responsibility necessary for the effective provision of in-home services in their assigned service area and is fully accountable to the PACS/Family Preservation Program (FPP) Director/Supervisor or Designee for his/her performance.
- III. PURPOSE of JOB:** The PACS/HBS Specialist shall provide in-home services to families who are referred by the appropriate referral source.
- IV. SPECIFIC RESPONSIBILITIES and DUTIES:**
1. Meet with the family referred for in-home services within twenty-four (24) hours of receipt of the referral unless contract requirements state otherwise.
 2. Evaluate the appropriateness of the referral in consultation with the PACS/FPP Program Director/Supervisor and evaluate whether or not to accept the family referred for services then notify the referring worker of the Specialist's assessment.
 3. To promote the safety of the child in the home, the In-Home Specialist will provide the following:
 - a. recognize signs of child abuse and neglect, domestic violence, suicide potential and other threats to the family's safety and follow legal and agency/program guidelines for reporting and responding;
 - b. maintain frequent contact with family, supervisor and referring worker in high risk situations; and
 - c. teach, implement and assess techniques to minimize the potential for danger and to deal with dangerous situations should they occur.
 4. Provide in-home services to families in their homes by:
 - a. providing 2 to 8 hours per week of direct and indirect services to each family; (Face to face hours required with family, will differ with contract)
 - b. visiting with each family as often and as lengthy as necessary to maintain safety, teach skills and otherwise address the goals of the PACS/HBS interventions.
 5. Provide services that are responsive to the needs of the individual families, community and referral source by:
 - a. services will occur in the home of the family or place of the family's choosing;
 - b. scheduling each appointment duration and times (weekends and evenings) to meet and address the family's needs;
 - c. providing services that is respectful of the family's culture and other diversities;
 - d. setting goals with the family that addresses problems that the family identifies as relevant and as required by the DCBS Referring Worker;
 - e. using a skill based teaching approach to address goals;

Job Description: PACS/HBS In-Home Specialist

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- f. providing and securing concrete services as needed;
 - g. accessing ongoing community services and transition at the close of the intervention;
 - h. incorporating interventions to address risks identified by the referral source; and
 - i. maintaining weekly and appropriate contact with the referral source.
6. Maintain contractual standards for intensive in-home services to families by:
 - a. serving families up to contract required times depending upon completion of goals;
 - b. working with up to six (6) families at any given time;
 - c. in-home Specialist with greater than one year of experience will serve 15 families per program year.
 - d. Participate in DCBS case planning meetings for the families referred.
 7. Help families expand their competence in problem-solving skills and coping abilities.
 8. Promote the family's access to community resources by acting as a broker for services on the family's behalf when authorized by the family.
 9. Serve as a liaison between families and key organizations to facilitate mutual awareness of changes in policies and procedures.
 10. Provide client advocacy with schools, courts, social service agencies and others when requested by the family.
 11. Attend and participate in weekly team and individual case consultation and supervision within PACS/FCIP.
 12. Keep timely and thorough documentation reflecting services and contacts with families and collateral.
 13. Perform other duties as assigned by the PACS/FPP Program Director, PACS Executive Director or PACS Assistant Executive Director.
 14. Adhere to all company policies and procedures as prescribed in the PACS Personnel Policies and Procedures Manual, Revised March 1995.
 15. **Transporting clients as a part of this job is not required. By doing so the Specialist incurs all liability for the client and other non PACS employees.**

V. QUALIFICATIONS:

1. Hold a bachelor's degree in a human services area, OR
2. Hold a bachelor's degree in an area outside of human services but have at least one year of experience providing In-Home services, OR
3. Have four years of experience providing In-Home services
4. Workers must have valid driver's license.