

Neighbors Network (In-Home Family Services)

Purpose Statement

The job of Neighbors Network (In-Home Family Services) is done for the purpose/s of providing support to the instructional program with specific responsibilities for enlisting parental involvement in students' educational programs; working with parents/caregivers in identifying and achieving goals; accessing support services; creating training programs; and facilitating positive parent, school and student relationships.

This job reports to Neighbors Network Coordinator

Essential Functions

- Assesses family and student needs (e.g. child custody, parental death, housing, addiction, abuse; conducts surveys, interviews, etc. through home visits and phone contacts, etc.) for the purpose of developing an action plan to remove barriers to child's success in school.
- Communicates parent concerns for the purpose of insuring the needs of the student are being met within the appropriate guidelines.
- Determines how to best meet the needs of the students and his/her family for the purpose of improving attendance and making the school experience positive and meaningful.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. program participation, contact sheets, agency referrals, etc.) for the purpose of providing required information and/or documentation.
- Orients prospective participants (e.g. site tours, program overview and eligibility requirements, benefits, etc.) for the purpose of establishing familiarity with program, services, and required processes.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Plans family meetings and parent involvement events (e.g. health and welfare, nutrition, counseling, etc.) for the purpose of providing for family support needs and complying with established guidelines.
- Processes documents and materials (e.g. program intake forms, reimbursement (billing, etc.) for the purpose of documenting activities, disseminating information to appropriate parties, and meeting program requirements.
- Provides parental support in a variety of areas (e.g. health, nutrition living skills, budgeting, job skills, goal setting, etc.) for the purpose of developing plans to remove barriers to child's success in school through supporting the family in basic life skills.
- Reports suspected incidents to appropriate parties (e.g. physical, sexual and/or substance abuse, contagious diseases, etc.) for the purpose of maintaining students personal health and safety and adhering to Education Code, district and/or school policies.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, community agencies, auditors, students, etc.) for the purpose of providing information and/or direction as may be required.
- Teaches parenting and child management techniques for the purpose of improving the school experience for students.

- Visits families and students in their homes for the purpose of enrolling students in program, interviewing parents, informing parents/students of school and/or community resources and providing child development and parenting information.
- Works with the families of Bismarck Public Schools' students through home visits and phone contacts for the purpose of insuring the needs of the students are being met as outlined in accordance with Bismarck Public Schools.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources; early childhood development and parenting skills; life skills; family support principles; and Social Work Best Practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with culturally diverse populations, including those with limited English proficiency; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 30% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Must have dependable transportation
Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
SL