

## Position Description & Expectations

<b>Position Title:</b>	Collaborative Service Worker
<b>Immediate Supervisor's Position Title:</b>	Collaborative Service Worker Supervisor
<b>FLSA Status:</b>	Exempt
<b>Pay Band:</b>	NA
<b>Job Summary:</b>	This position provides early intervention/prevention services to children and families residing in Crow Wing County and acts as a liaison between human service providers and families.

### **A. Essential Duties and Responsibilities**

- a. **Identify children in need of service and provide service designed to prevent and alleviate learning, social, and emotional difficulties in children prior to social service or special education referral.**
  - i. Meet with appropriate parties to assist in identification of children in need of service.
  - ii. Maintain working knowledge of community resources and agencies.
  - iii. Meet with families to assess their needs, informing families of available services, programs, and policies for them and/or their children.
  - iv. Facilitate appropriate referrals based on a service plan developed with the input of the family.
  - v. Assist children and their families in accessing resources and services.
  - vi. Maintain a flexible schedule in order to meet with families at their convenience.
  - vii. Partner with families, schools and the community in improving and enhancing interagency and family relationships.
  - viii. Provide a variety of skills counseling to children and families to further develop their strengths in effective communication, problem solving, decision making, discipline, maintaining healthy relationships, etc.
  - ix. Partner with other service workers as needed and as appropriate.
- b. **Collaborate with interagency teams.**
  - i. Assist in identifying gaps in services for families in Crow Wing County.



- d. Strong communication skills both written and oral
- e. Ability to assume responsibility, be well organized
- f. Demonstrate good judgment and be a team player
- g. Excellent interpersonal and counseling skills
- h. Working knowledge of family dynamics in both functional and dysfunctional situations
- i. Ability to establish effective working relationships with human service providers
- j. Ability to establish effective working relationships with families in crisis

**D. Required Qualifications**

- a. High School Diploma
- b. BA in Human Service related field and appropriate licensure, or
- c. Seven (7) years demonstrated experience working with children and families

**E. Preferred Qualifications**

- a. BA in Human Service related field, and
- b. Three years experience working with children and families

I acknowledge receipt and understanding of this Position Description & Expectations.

Signed this \_\_\_ day of \_\_\_\_\_, 2011

\_\_\_\_\_

(employees name)

*Approved by Board of Directors: June 21, 2011*