

# MONTCALM CARE NETWORK

## **Family Support Assistant (Non-Degreed) Part Time**

**Pay Range:** \$17.53/hr - \$24.16/hr

**Status:** Hourly, Non-Exempt

I have read my job description  
and understand the essential  
functions.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **General Summary**

Under the supervision of the Children's Services Manager, provides support services to children with serious emotional disturbances and/or developmental disabilities and their families who are receiving an intensive community based service. Assists children in the development of skills to promote age appropriate independence and pro-social behaviors, as well as promoting community inclusion. Attends to the health and safety needs of the family. Assists parents in the development of consistent strategies and routines to address needs and behaviors identified in the family centered plan. Promotes mental health recovery, wellness, and full participation within the community for consumers in a manner where practice is trauma informed, co-occurring capable, person/family centered and integrated with other health care providers.

## **Essential Functions**

1. Works under the guidance of the primary clinician and receives scheduled supervision/observation related to interventions with children and families.
2. Participates in the development of family centered plans for assigned consumers with child/family input and involvement.
3. Ensures implementation of the family-centered plan, including any behavior, Applied Behavior Analysis, nursing and/or crisis plans under the guidance/supervision of the primary clinician and specialty service professional staff. This includes monitoring and recording of progress toward goals and objectives.
4. Teaches, coaches and supports children and parents in acquisition of skills sets as defined in the family centered plan.
5. Promotes child/adolescent development of pro-social behaviors, peer interactions, community inclusion, family activities, transitional planning, activities of daily living, and promotion of parenting skills in relation to the identified mental health/developmental disability needs.
6. Manages aggressive and/or self-endangering behaviors through appropriate interventions and within compliance with MDHHS and Recipient Right's regulations.
7. Communicates and coordinates with all involved agency personnel, natural, and community supports as defined by the established supports or treatment plan.

8. Links families with supportive services in the area of housing, legal, clothing, medical/psychological care, social security, utilities, education, transportation, employment, safety, and recreation for clients.
9. Enhances community understanding and acceptance of the mentally ill and promotes wellness by community presentations to civic and community agencies, and other interested groups, such as schools and during interactions with community partners.
10. Contacts community systems such as the Department of Human and Human Services, the Mid-Michigan District Health Department, project Find, local schools, physicians or members of the legal system to coordinate client services, advocate regarding client's rights, and to make referrals.
11. Maintains complete and detailed case records consistent with MDHHS standards, agency procedures, and requirements of third party funding sources.
12. Ensures that clinical documentation regarding the family is kept secure and confidential consistent with MDHHS and agency policies and procedures.
13. Complies with recipient rights reporting requirements established by the Mental Health Code and agency procedures.
14. Must participate in a minimum of 24 hours of annual training related to the treatment of children and families and/or relevant to the population served.
15. This position will be knowledgeable about and actively support: 1) culturally competent recovery based practices; 2) person centered planning as a shared decision making process with the individual, who defines his/her life goals and is assisted in developing a unique path toward those goals; and, 3) a trauma informed culture of safety to aid consumers in the recovery process.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### **Employment Qualifications**

**Education:** Possession of a high school diploma and at least two years experience working with children and/or families.

**Experience:** May need experience and training in one or more of the identified Specialty population children with SED, persons with DD, adults with SMI, the elderly, persons with co-occurring substance use disorders or complex medical conditions.

**Other Requirements:** Must be supervised by a qualified mental health or mental retardation professional.

Possession of a valid State of Michigan driver's license and a chauffeur's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to operate an automobile.
- Walks over uneven terrain and climbs stairs to access clients at various locations throughout the area.
- Bends and stoops to access files to place and retrieve documents.
- Ability to enter and retrieve data in a computer.

**Working Conditions:** Stressful conditions are regularly encountered. These include interactions with mental health consumers and with citizens, community representatives, staff and co-workers who are experiencing or dealing with crisis situations. It also includes rapidly altering work assignments and a variety of work locations in the community including private residences and other uncontrolled environments. Work hours and schedules may vary and may include overtime, and evening, weekend and holiday hours on-call or other hours that are outside of regular work hours.