

EDGEWOOD/BROOKLAND FAMILY SUPPORT COLLABORATIVE

4. **Training and Professional Development:** (i) Identify and attend trainings and professional development activities to increase knowledge and skills relevant to this position, including those provided by DHS ,HFTC, E/BFSC and other entities; (ii) apply and disseminate acquired knowledge and skill sets among colleagues, PSHP individuals and families; (iii) attend case reviews, staff meetings and supervision on a regular basis; (iv) participate in annual performance evaluation and goal-setting for professional development (5%).
5. Adheres to established E/BFSC policies, procedures and work habits as outlined in the Employee Manual, Evaluation Form and other written E/BFSC directives
6. Report any suspected child abuse or neglect as mandated by law.
7. Incumbent may be required to perform other duties and special assignments not specifically stated on this position description.

Qualifications Required

- Preference given to Washington DC residents; Additional preference given to Ward 5 or 6 residents Bachelor's degree in social work, psychology, sociology, counseling, or related disciplines and two (2) years of case management experience; or six (6) or more years of experience working with vulnerable and marginalized populations.

Skills and Competencies Required

- Effective verbal and written communication skills
- Effective interpersonal and teaming skills with families and colleagues
- Effective problem-solving skills
- Ability to follow confidentiality protocols
- Demonstrated computer proficiency
- Demonstrated cultural competence and responsiveness
- Demonstrated commitment to service and the well-being of individuals, families and communities
- Demonstrated skill working with individuals or families who are experiencing homelessness, stress overload, and other mental/behavioral health challenges

Other Requirements

- Valid driver's license, copy of driving record and proof of valid auto insurance
- FBI clearance, local police and Child Abuse Registry clearance
- National Sex Offender Registry clearance
- TB screening
- Drug and Alcohol Screening
- Availability during evenings and some weekends

This position description is intended to be an accurate reflection of the current job; however, it is not necessarily an exhaustive list of duties, responsibilities, activities, qualifications, or skills associated with the job. Management

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reserves the right to revise this position description or to require that other or different tasks are performed as changing circumstances warrant.

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ADA Requirements

Knowledge	Occasionally	Frequently	Constantly
Reading, speaking, writing English			X
Communication skills			X
Computers		X	
Physical			
Walking			X
Bending		X	
Standing		X	
Sitting		X	
Driving		X	
Lifting up to 50 lbs. with or without assistance	X		
Stretching/reaching	X		
Distinguishing smell/temperature		X	
Hearing/seeing			X
Exposure to bloodborne pathogens and infectious disease	X		
Exposure to hazardous material	N/A		
Climbing		X	
Hand/finger dexterity		X	
Stooping (bending at waist)	X		
Sensory Activities			
Talking in person			X
Talking on the telephone			X
Hearing in person			X
Hearing on the telephone			X
Vision for close work		X	

I HAVE READ, UNDERSTAND AND ACCEPT THIS POSITION DESCRIPTION, a signed copy of which has been provided to me.

Employee Signature/Date

Program Director Signature/Date

Human Resources Signature/Date