



Example of Family Support Worker Job Description

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Our growing company is looking for a family support worker. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for family support worker

- Works with school staff to assure that parent contact is achieved and, barriers to access of care are identified or knowledge of care being provided is obtained
- Communicates referral resource information with school staff and student parents when necessary to achieve objectives
- Serves as the information custodian for all records for assigned schools
- Participates in the transport, set-up, and provision of Vision, Hearing, Growth and Development and Scoliosis screenings to school aged children of Collier County
- Understands screening processes, procedures, and objectives set by the school health program
- Performs duties with minimum supervision, and identifies issues that arise in processes and brings them to the attention of the screening coordinator
- Exhibits proper procedure and expectations of screening staff for volunteers during screenings and acts as a role model for other staff, including volunteers
- Assists professional nursing staff with administrative and technical support duties associated with School Health or other DOH-Collier programs as requested
- Assist with Florida Kidcare activities such as outreach, projects, and making sure School Nurses have Kidcare applications
- Other related duties as assigned when deemed necessary by the CHN

Qualifications for family support worker

- Knowledge and use of computer software to include but not limited to Microsoft Office products (Outlook, Excel, Word, PowerPoint, Access)
- Must be able to lift or carry equipment and/or supplies in excess of 30 pounds
- Knowledge of correct grammar usage and basic arithmetic
- Ability to establish and maintain effective working relationships with team members and other internal and external stakeholders
- Ability to create, implement and maintain a user friendly filing systems
- Associates or Bachelor's degree in Early Childhood Education, Child Development, Social Services or Human Development