ASSESSMENT WORKER
Job Description

**Job Function:** Responsible for conducting assessments, introducing the program to eligible candidates, providing outreach and offering information and referral services to non-enrollees in accordance with program specifications.

**Essential Duties and Responsibilities**
- Foster communication and collaboration between hospital personnel, clinic personnel and the Healthy Families Program.
- Fulfill all responsibilities involved in the initial assessment of families including:
  - Administer Kempe Family Stress Checklist and interview all families identified by the hospital social worker in the pre-screening phase as potential clients.
  - Provide creative and persistent outreach for at least three months to all identified at-risk families who refuse or are ineligible for services.
  - Provide information and referrals to community support services to all at-risk families who are unable to be enrolled or who are refusing participation.
- Assist Program Director in networking with community agencies to ensure service linkage, plan aftercare and advocate for service recommendations.
- Interface with community resources to provide ongoing information about referral process/screening eligibility criteria, treatment modality and service delivery, to facilitate and maintain a positive community image to build a client base.
- Provide necessary documents to the Quality Assurance Specialist within the specified timeline. Facilitate the evaluation process by active participation in the overall quality of client services.
- Adhere to performance standards based on program specifications and level of service requirements, including completion of all paperwork in a professional manner with the designated time frames.
- Maintain a flexible schedule including some evening and weekend work to accommodate scheduling needs of clients.
- Be accessible to assigned clients twenty-four hours a day, seven days a week via pager service in accordance with program specifications. Notify Supervisor to arrange for coverage during illness and vacation time.
- Demonstrate professional responsibility in making effective use of individual and group supervisory sessions, program staff meetings, agency resources and training sessions.
- Contact the Division of Youth and Family Services, utilizing the Division’s procedures if there is suspicion that a child is at risk of physical, sexual or emotional abuse or neglect.
Must be able to speak and hear. Employee is frequently required to stand, sit, walk, use hands and arms and must occasionally lift up to 40 pounds.

Additional Responsibilities

- Be sensitive, flexible and responsive to gender, race, ethnicity, socio-economic status, religion, age, sexual orientation or any other special needs as reflected in the ability to communicate with staff and/or clients
- To uphold and advance the values, ethics, knowledge and mission of the profession.
- To respect the privacy of clients in accordance with HIPAA and hold in confidence all information obtained in the course of professional service.
- Assume an active role in Agency fundraising events.

Minimum Requirements of Training and Experience

- Bachelor’s degree, over 21 years of age and experience with children
- Personal qualities of warmth, empathy and sense of responsibility are essential.
- Must have a valid driver’s license, use of an insured vehicle and an acceptable driving record.