

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: Family Development Specialist

LOCATION: Camden Office

HOURS: 8:00am - 4:30pm

FULL-TIME: X

PART-TIME:

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: As Soon As Possible

SALARY: \$ 12.00

JOB DUTIES:

Recruit and engage individuals and/or families in goal setting process assisting in short/long term goals and realization of self sufficiency.

Develop network of services for referrals in local area and create / maintain community resource guide ensuring family awareness.

Assist in coordination of other agency program services provided to eligible participants of the local service area

Implement and maintain case management files by monitoring and documenting progress of individual/family on a regular basis

Conduct face – to –face visits (Home/Office, Workplace/Education or Training Site).

Keep correct and up-to-date records on paper and electronically.

Other duties as assigned.

EDUCATION REQUIREMENTS: Associate’s degree or equivalent from two-year College or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience. Bachelor’s degree and/or Family Development Credential preferred.

EXPERIENCE NEEDED: Must have good computer and oral / written communication skills, be well-organized, have demonstrated time management /multi-tasking skills, able to work independently and manage a flexible schedule.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Must frequently lift and/or move up to 10 lbs. and occasionally lift and/or move up to 40lbs. Experience working with low income individuals and families in a goal-setting process a plus.

DATE OF NOTICE: 07/2817

Remove after: 08/07/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121