

JOB DESCRIPTION

Job Title: Fatherhood Services Specialist

Summary: The incumbent is responsible for implementing fatherhood programming, services, and referrals within the Department of Child Services (DCS) region. With the overarching goal to improve child well-being, the incumbent works actively with DCS employees to successfully identify, locate, and engage fathers in activities that will contribute to improved life chances for their children and their own self-sufficiency.

Essential Duties and Responsibilities:

Secures and maintains a working relationship with the Regional DCS Director and top management to provide a liaison between the incumbent's organization and the Indiana DCS.

Works collaboratively with agency staff, DCS, other organizations, and individuals to develop, maintain, and provide appropriate programming for fathers whose children are involved in the child welfare system.

Practices effective techniques for father engagement; demonstrates and encourages father-friendliness within the agency, the regional DCS facilities, and other community institutions.

Assists DCS case managers and supervisors in identifying, locating, and engaging fathers and/or paternal relatives of children involved in the child welfare process.

Conduct participant intake interviews for fathers seeking services; collects demographic and other data for reporting purposes.

Coordinates programming schedule, location(s), guest presenters, instructional materials, supplies, and technology.

Facilitates father support group/instructional sessions.

Tracks participants' program attendance, and maintains participant progress records.

Provides participant updates and status reports to agency staff, DCS staff, and external contacts.

Helps participants to develop attitudes and social skills needed for improved family relations and personal responsibility.

As appropriate, advocates for fathers and paternal relatives within DCS and the courts.

Refers participants, when indicated, to community resources and other organizations.

Facilitates a regional Fathers Advisory Council intended to advocate for fathers and to provide feedback and suggestions on practices, programming, and available resources.

Promotes community awareness regarding the value of involved fathers.

Reviews program policies and suggests solutions/alternatives meant to improve existing procedures.

Performs other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Completion of a Bachelor's Degree in education, social services or related field (Master's degree preferred) OR two years experience working in the field of child welfare or fatherhood
- At least one year experience in curriculum development or instruction.

(Related experience may substitute for the educational requirement at 2 years of experience for every 1 year of education.)

Required Skills, Knowledge, and Abilities:

- Experience in teaching and/or training
- Experience in curriculum and course development
- Knowledge of the criminal justice system, paternity and child support court/systems, and/or the child welfare system
- Experience in making public presentations/public speaking
- Ability to use communication skills that are appropriate for the intended audience
- Ability to use Microsoft Office products, i.e., Word, Excel, and PowerPoint, to produce documents/publications, materials, presentations, and reports
- Proficient in the use of the Internet and email
- Ability to communicate both orally and in writing with individuals from a wide variety of socio-economic backgrounds, including professionals, non-professionals, and the general public, concerning a wide range of subjects and/or situations
- Ability to conduct discussions, interviews, and meetings
- Knowledge of counseling principles and record-keeping techniques
- Ability to maintain confidentiality

Certificates and Licenses:

- Valid Indiana Driver's License