



FAMILY EDUCATOR 4

Department: Multiple
Job Class #: 155500
Pay Range: Professional 05

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible supervisory family support work within various program areas for Pierce County. Employees in this class are first-line supervisors responsible for the planning and accomplishing of a designated workload and for the quantity and quality of work performed.

SERIES CONCEPT: The Family Educator 4 is the highest level of a four level series. The Family Educator 4 is distinguished from the Family Educator 3 classification by the level of autonomy, decision-making, unit supervision responsibilities and by ensuring that work assignments and unit functions are carried out after objectives, priorities, and deadlines have been defined.

ESSENTIAL FUNCTIONS:

- Maintain effective communication with county departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Investigate grievances involving subordinates and recommend resolution; recommend promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Participates in program design, program expansion and project monitoring.
- Develop, organize and conduct research on various programs and issues.
- Facilitate staff development activities.
- Assist the Social Services Supervisor with grant writing, and developing and making presentations.
- Provide program information/clarification to staff, funders and community partners.
- Participate in a variety of meetings as required for the purpose of conveying and gathering information.
- Effectively persuade, inform, educate, train, solicit information, motivate and direct a wide variety of individuals or groups.
- As needed provide direct services to the population served by the unit.
- Keeps accurate records and prepare program and statistical reports.
- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

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SUPERVISION RECEIVED AND EXERCISED: Work is performed under the direction of an assigned administrative supervisor, however the employee is expected to exercise independent judgment and make decisions within accepted protocol. Work is evaluated through reports, conferences, and direct observation of service effectiveness and overall results achieved. Position performs lead duties,

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Family Educator 4 works in an office environment and/or in the field on a regular basis. Due to the nature of the work, the incumbent may be exposed to situations of a highly emotional nature; incumbents are expected to use verbal skills to independently resolve interpersonal situations to achieve desired results. Incumbents are exposed to various living situations and lifestyles. Work is generally completed on a regularly scheduled basis however, daily work hours will vary. Completion of job duties outside of normal scheduled hours is required. Work is subject to frequent interruptions and noise levels are varied based on the work locations.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. May be required to lift up to 50 pounds. Lifting requirements vary depending on job assignment. Incumbents will be required to climb stairs and/or ramps when accessing client's homes. Travel to various work sites throughout the region is required; public transportation may not be available to all locations required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of effective supervision.
- The needs of low-income persons and the resources to fulfill those needs.
- Community-based organizations and the social services agencies.
- The availability of funding sources.
- Specific program guidelines, rules and regulations depending on specialization
- Effective counseling, problem-solving, communication and listening techniques.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- The use of various data systems
- Writing, compiling and generating reports.

Ability to:

- Train and assist staff in the delivery of services.
- Make presentations and provide facilitations.
- Handle stressful situations and relate to clientele.
- Maintain confidentiality and use good judgement in sharing information.
- Keep accurate records and meet deadlines in submitting statistical reports.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.

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Ability to cont.:

- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY:

Graduation from a four year college or university with major course work in social sciences, public or business administration, or related field and two years experience in social service client services required. One year of supervisory or lead experience required. Additional education or experience may substitute for the recruitment requirements. Positions in specific program areas may require program-related experience, education and/or training.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position. A criminal history check including fingerprints is required prior to hire for positions in the Child and Family Services, Developmental Disabilities and Aging and Long Term Care Programs.

Child and Family Positions

Family Educators in Child and Family Programs must have working experience with Family Support Programs and/or best practices in early childhood programs. Incumbents must possess or be able to obtain within 90 days of hire a First Aide/CPR card. Health statement, TB skin test or for those individuals with a positive skin test a statement from a doctor or chest x-ray must be furnished upon hire.

Developmental Disability Positions

Family Educators in the Development Disabilities Program are required to attend training and obtain a Family Resources Coordinator Certification as soon as a scheduled after hire. Incumbents must possess or be able to obtain a valid CPR and First Aid Card.