

LINN COUNTY CLASSIFICATION

TITLE: EARLY IDENTIFICATION WORKER
NUMBER: 763
PAY RANGE: 07
CATEGORY: OPEU

APPROVAL ORDER
NUMBER: 2000-451
DATE: October 25, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Interview parents during the perinatal period and refer families in need of extra supportive services to appropriate programs or agencies.

SUPERVISION RECEIVED: Works under the supervision of the Program Coordinator. Works under closer supervision while learning more difficult tasks of position, but thereafter detailed instructions are received only on procedure changes, difficult tasks, or special projects. Work is reviewed for accuracy, quality, quantity, and conformance to department policies and procedures and pertinent laws and ordinances.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assist in orientation of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Conduct screening interviews with families during the perinatal period. Determine families in need of extra supportive services and meet with supervisor/designated staff to review family's status and plan appropriate service interventions, such as referral to Family Support Worker and/or community resources.
2. Make appropriate referrals to community resources if needed, submitting any written materials to supervisor/designated staff for approval prior to mailing. Set up records for follow-up monitoring.
3. Serve as client advocate as required. Demonstrate ability to successfully link client families with community resources.
4. Plan and provide other short-term direct assistance with supervisor/designated staff approval.
5. Accurately complete all paperwork required by agency in a timely manner and submit to supervisor/designated staff as required.
6. Attend regular staff meetings, team meetings, in-service training, and other meetings as required.
7. Assist in providing orientation and training for other staff as delegated.
8. May make home visits.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITY: Must be able to demonstrate the knowledge and skills necessary to provide care appropriate to the age of the patients served in his/her area. Knowledge of child development, family dynamics, community resources, family problems and stresses of parenting. Skill in interviewing and communicating with professionals in the community. Basic computer knowledge preferred. Ability to recognize the need for professional intervention, to be nonjudgmental, and to be motivated to learn from direct experience as well as from training and supervision. Ability to speak Spanish desired.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school. Demonstrated maturity and experience to successfully work with infants and young children/parents or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices or clinic settings. Work may also involve travel to various community agencies, client homes and schools throughout the County. Work involves a significant amount of locomotion including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear, sit stand and walk, bend and stoop, use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds.