**Job Posting** - Family Support Worker, Battle Creek

**Position Description:** Provide assistance to clients by transporting children to appointments and parenting time visitation and assisting workers in case related activities on an as needed basis. Provide administrative support for foster care through case file organization on an as needed basis.

Responsibilities associated with this job will change from time to time in accordance with the agency's program and business needs. More specifically, the incumbent may be required to perform additional and/or different responsibilities from those described below:

- Coordinate and maintain contact with Foster Families, Biological Families and Support staff to schedule parenting time and make changes when necessary.
- Oversee scheduled parenting time visitations in the Battle Creek and Kalamazoo Offices, biological family homes and community in the surrounding counties.
- Demonstrate the ability and flexibility to work nontraditional hours, such as evenings and weekends.
- Effectively provide constructive feedback to Biological parents regarding their parenting skills.
- Provide detailed case notes/visitation notes to case managers after each parenting time.
- Transport foster children, as needed, to various counties for appointments and visits.
- Assist in ensuring Friend of the Court and DHS families meet their parenting time goals.

**Qualifications:** Bachelors degree in Human Behavioral Science and two years related training/experience or relevant college course work. Must be willing to work a flexible schedule and that includes evenings and some weekends.

**Location:** Battle Creek

**Employment Status:** Full –Time, Non –Exempt

Family & Children Services is an equal employment opportunity employer.

To apply please go to our website: Family & Children Services - Careers