



*Well-being as we age*

**POSITION TITLE: FAMILY CAREGIVER SPECIALIST**

Job #: 40-MH-0018  
Program: Social Services-Family Caregiver Support Program  
Reports to: Social Services Supervisor  
FLSA: 40 hours/ week, Non-Exempt  
Wage: \$19.00-\$24.67/hour DOE

The Family Caregiver Support Program is a free service that connects unpaid caregivers with community resources and supports that best fit their needs. Our ideal candidate is responsible, reliable and accountable, has experience working with unpaid caregivers and providing services to seniors and people with disabilities, and has experience providing person centered, strength based case management services.

**SUMMARY:**

The Family Caregiver Specialist, TCARE Assessor, conducts TCARE Screenings, Assessments, develops Caregiver Care Plans and provides ongoing support utilizing the Tailored Caregiver Assessment and Referral® caregiver coordination process, utilizing multiple data base systems.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conducts TCARE Screenings to unpaid family caregivers to identify level of caregiver stressors, burdens and uplifts.
- Conducts TCARE Assessments to determine goals, strategies and services that target the stressors and burdens, and in coordination with the caregiver, develops a Care Plan. As needed, facilitates referrals to other services or programs.
- Provides supportive consultation to family members or other unpaid caregivers on often complex client situations.
- Assists caregivers in identifying alternative or informal resources when community resources are not available or not appropriate, and coordinates services with providers and resources to ensure service delivery.
- Advocates on behalf of clients to ensure their needs are addressed in an appropriate and timely manner.
- Establishes and maintains client files including accurate and timely documentation in keeping with program and agency standards.
- Organizes caseload priorities in keeping with program and agency policy, including time frames, and workload expectations.
- Provide outreach to family caregivers, the community and providers through direct outreach, presentations, Powerful Tools for Caregivers workshops and information events.
- Provide a liaison services to the Improving School Attendance for Homeless Families Collaborative

-Coordinate with parents, youth and education programs to enroll children, support attendance and participation, support academic achievement and advocate to ensure compliance with the McKinney Vento Act.

-Coordinate with parents, agency staff and community providers, assess the developmental needs of children age birth to 8. Assess needs as related to parent education and support, create and monitor a strengths based family support plan.

- Other duties as assigned.

### **EDUCATION AND EXPERIENCE REQUIRED**

- Bachelor's degree in Human Services or a Behavioral Science and two years of paid social service experience or a Bachelor's degree and four years paid social service experience
- Case Management experience
- Ability to work and thrive in a team based environment
- Knowledgeable of social services or human services issues, especially dealing with older adults and family caregivers preferred
- Experienced with identifying and planning for appropriate services
- Knowledgeable of community resources

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Experience with PC based information systems
- Proficient with Microsoft Office including Word, Excel, PowerPoint, Publisher, Outlook365, or equivalent programs
- Ability to learn and work with multiple databases systems
- Strong organizational and self-management skills
- Valid WA State driver's license and current automobile insurance; willing to driver personal vehicle to home visits, trainings, outreach events (mileage reimbursed)
- Ability to work independently

### **ERGONOMIC REQUIREMENTS**

The functions of this position are not necessarily physically demanding. The functions usually performed require sitting and the ability to sit in front of a computer screen for extended periods of time. Some amount of standing, bending, climbing stairs, crouching, lifting, walking, carrying and other movements may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING:**

- A cover letter that explains what interests and qualifies you to work with the Family Caregiver Support Program and Homage Senior Services.
- A resume with relevant experience and education.

**CLOSING DATE:** Until filled

**Homage Senior Services provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training**