

FAIRVIEW RECOVERY SERVICES, INC.
FAMILY EMPOWERMENT WORKER

(Updated Sept. 2008)

MISSION STATEMENT: Fairview Recovery Services helps people with the disease of alcoholism, chemical dependency, and co-occurring conditions live independent, healthy, and productive lives by providing a continuum of individualized services and care.

As a member of the Fairview Team and an integral part of a culturally diverse work environment, candidates must be able to promote and support the attitudes, behaviors, knowledge and skills necessary to work respectfully and effectively with each other as well as demonstrate the ability to address the needs of the racial and ethnic individuals FRS serves.

DISTINGUISHING FEATURES OF THE POSITION: The work involves planning, coordinating and managing the Supportive Housing Program for women in recovery who have children. The incumbent will oversee the development and implementation of individual recovery plans for program participants, work with all involved parties toward reunification and stability of the mother child unit, and offer guidance to clients by providing direct care, individual and group counseling. Duties are performed under the direct supervision of the Supportive Living Coordinator with some leeway allowed for the exercise of independent judgment in individual cases. Work is reviewed both directly and through conferences and analysis of records. The Family Empowerment Worker performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Maintain primary responsibility for the day-to-day operations of the Supportive Housing Program for women in recovery who have children.
- Recruit and enroll eligible women for the program, including working with referral sources and social service departments. Coordinate admissions, treatment and discharges.
- Develop an individual recovery plan with each participant. Educational, vocational, life skills, permanent housing and coping/problem solving goals with specific plans to meet these individualized goals will be included. Guidance and support in implementing the recovery plan will be provided as needed.
- Work closely with all involved parties with regards to developing or supporting reunification and stability plans for each woman and her child(ren). Provide parenting skills training, as well as education around human growth and development as needed.
- Establish and maintain an individual case record for each participant, appropriately safeguarded as to confidentiality.
- Meet at least weekly with new program participants to establish and implement their recovery plan and reunification/stability goals. Meet bi-weekly thereafter to provide supportive counseling that fosters toward goal achievement.
- Coordinate work with referral agencies, outpatient providers and child welfare providers to implement plans, especially around alcohol and chemical dependency counseling, vocational-educational training, housing readiness training, family counseling, and parenting effectiveness training.

- Coordinate regularly scheduled case conferences to review participant's progress on goals, overall performance within the program and progress toward achieving responsibility, self-determination and independence, free from alcohol and drugs. Includes in all case conferences a focus on the mother-child unit, issues and goals to be addressed, and progress toward reunification or on-going stability.
- Conduct regularly scheduled family counseling sessions as needed.
- Lead weekly Supportive Housing Therapeutic Groups.
- Meet weekly with assigned supervisor to discuss individual recovery plans, reunification and mother/child stability issues, programming issues and needs, occupancy rate, and planned admissions and discharges. Provides supervisor monthly program reports and work collaboratively toward quality improvement. Keep statistics as required by licensing body.
- Prepare and maintain required reports, case records, and progress reports.
- Plan and participate in recreation activities as needed.
- Participate in the on-call rotation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 1) Working knowledge of the principles, methods and practices used in group and individual counseling. 2) Working knowledge of human behavior, socio-economic problems and developments. 3) Ability to recognize psychiatric symptomatology and participate in formulating effective treatment plans. 4) Ability to establish, maintain, and terminate a counseling relationship. 5) Ability to independently deal with clients in highly stressful situations with poise and compassion. 6) Ability to establish and maintain effective working relationships with others, ability to communicate effectively both orally and in writing. 7) Ability to maintain records and prepare reports. 8) Displays good judgment, tact, courtesy, discretion, confidentiality, and empathy.