



POSITION: HOMEBUILDERS® Practitioner

REPORTS TO: Director of HOMEBUILDERS®

SUMMARY : The Homebuilders practitioner provides HOMEBUILDERS® services as delineated in the HOMEBUILDERS® Standards, including crisis intervention, counseling, skill building, concrete services, and advocacy. This position must live within the Winston Salem vicinity and be available 24/7 to clients with their supervisor providing back-up on-call support. The majority of work completed by this position is done in clients' homes and within the community.

STATUS: Exempt/Full time

QUALIFICATIONS/SKILLS/KNOWLEDGE:

- **Education/Experience**
 - Graduate degree in human services or related field; OR Bachelor degree in human services or related field and at least two years experience working with children and families.
- **Competencies**
 - Commitment to the HOMEBUILDERS® model.
 - Ability to work with diverse individuals.
 - Ability to exercise discretion and maintain client confidentiality.
 - Demonstrated proficiency in the use of email, the internet, and a variety of computer software programs. Google Suite familiarity preferred.
 - Professional (written and verbal) communication skills, and excellent organizational skills.
 - Ability to communicate and relate to staff, children, clients and the public in a positive and pleasant manner.
 - Demonstrated passion for serving children and the child-serving workforce.
 - Sense of humor, creativity and a willingness to make mistakes.
 - Moral and ethical integrity to represent a Christian organization with over 100 years of history.
 - Ability to work adaptively and demonstrate flexibility in a variety of settings.
 - Valid driver's license and vehicle in good working condition.
 - Automobile liability insurance that meets minimum agency requirements.
 - Must live in designated service area.
 - Must be at least 21 years of age.

DUTIES AND RESPONSIBILITIES

MODEL FIDELITY RESPONSIBILITIES

Ensure service delivery is consistent with the HOMEBUILDERS® Standards

- Adhere to all practitioner components in the HOMEBUILDERS® Standards.
- Serve families whose children are at imminent risk of placement or who are in placement and cannot be reunified without intensive in-home services.
- Provide services primarily in client homes. Travel to client homes and other community locations.



- Schedule sessions at times that are convenient for families, and when problems are likely to occur, including evenings, weekends and holidays. Maintain a flexible workweek.
- When referral agency allows, accept referrals 24 hours a day, 7 days per week.
- Schedule and complete client intake sessions within 24 hours of referral.
- Be available to client families 24 hours a day, 7 days per week with backup from supervisor or other practitioners. Obtain coverage by supervisor or supervisor's designee if unavailable for an extended period of time (e.g., 12 hours or longer).
- Provide back-up for other practitioners as needed.
- Typically serve 18 to 20 families per year, working with 2 to 3 families at a time.
- Provide 38 or more hours of face-to-face contact per family, over a 4-6 week period and provide booster sessions over .
- Participate in weekly team consultation meeting.
- Consult with the supervisor about every family at least once per week.
- Follow guidelines regarding consulting with supervisor.
- Assess safety, structure the environment and use clinical strategies designed to promote safety.
- Provide a range of clinical, concrete and advocacy services to family members that are consistent with the HOMEBUILDERS® model and the family's values, learning styles, lifestyle, circumstances and culture.
- Develop and maintain a positive, collegial working relationship with family members.
- Assume responsibility for motivating families and employ motivation enhancement strategies.
- Conduct comprehensive, strength-focused assessment process.
- Collaborate with family members and referents in developing intervention goals and service plans.
- Utilize research-based cognitive/behavioral strategies to facilitate behavior change.
- Utilize a variety of teaching methods.
- Advocate for and provide concrete goods and services (including transportation) that are directly related to the family's goals, while teaching family members to meet these needs on their own.
- Collaborate and advocate with formal and informal community resources and systems, while teaching family members to advocate for themselves.
- Assess goal progress and families' ongoing needs.
- Complete and submit all clinical documentation in a timely and accurate manner.

Participate in quality enhancement components of the HOMEBUILDERS® model

- Participate in all required practitioner training and QUEST activities.
- Review performance data to identify needed areas for improvement.
- Work with supervisor to complete professional development plans and performance reviews.
- Work with supervisor and QUEST consultant on quality plans.
- Comply with all IFPS contract requirements.

ADMINISTRATIVE RESPONSIBILITIES

- Complete and submit all program paperwork in a timely and accurate manner.
- Use of an online data management system for all clinical documentation.
- Establish and maintain positive working relationships with referring agency staff and other community professionals.
- Represent the agency in community meetings and on interagency teams as directed.
- Other duties as assigned.



Other Duties

1. Demonstrates the ability to take supervisory direction as well as work independently using sound judgment.
2. Promote a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management.
3. Keep necessary documentation up-to-date and accurate as it pertains to program operations, staffing/supervision, and all other areas.
4. Show good judgment related to work performance and ethical behavior.
5. Be responsive and sensitive to the cultural and ethnic differences among staff, clients, and families served.
6. Use Crossnore School & Children's Home resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
7. Participate in meetings per agency policy.
8. Present a positive, helpful, and professional image of Crossnore School & Children's Home in personal appearance and attitude.
9. Participate in regular performance evaluations and attend training opportunities to enhance professional growth.
10. Assume responsibility for professional development through appropriate use of regular supervision (individual or group) and attendance at classes, workshops, etc. to improve professional skills.
11. Actively promote the mission, values and purpose of Crossnore School & Children's Home.

Typical Working Conditions

- Requires working flexible hours, including evenings, weekends and holidays.
- Work is performed primarily in client homes.
- Requires extensive travel to client homes and throughout the community.
- Involves exposure to tobacco smoke, domestic animals, household pests, and other conditions common to domestic environments.
- Frequent contact with staff and non-staff (e.g., client families, referring agencies, community professionals, community agencies / programs).

PHYSICAL DEMANDS - Light

- Position may require lifting to 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds
- Frequent walking, standing, and sitting
- Frequent reaching and/or grasping using hands and/or arms.
- May be required to ascend/descend stairs.
- Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects.
- Visual ability including distance, peripheral and depth perception.
- Ability to drive
- Regularly required to talk and hear.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.



_____ *I have received and read this job description. I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

_____ *I certify that I am able to perform the essential functions of this position as outlined in this job description.*

Employee Signature

Date

HR Representative Signature

Date