

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FAMILY INDEPENDENCE SPECIALIST**

**JOB DESCRIPTION**

Employees in this job complete and oversee a variety of professional assignments that provide services to socially and economically disadvantaged individuals in programs administered by the Department of Human Services. These employees assist families in the identification and development of plans for self-sufficiency, including services such as day care, employment and training, and income assistance.

There are four classifications in this job.

**Position Code Title – Family Independence Specialist-E**

Family Independence Specialist 9

This is the entry level. The employee carries out a range of professional family independence specialist assignments while learning the methods of the work.

Family Independence Specialist 10

This is the intermediate level. The employee performs an expanding range of professional family independence specialist assignments in a developing capacity.

Family Independence Specialist P11

This is the experienced level. The employee performs a full range of professional family independence specialist assignments in a full-functioning capacity. Considerable independent judgment is required to carry out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate course of action.

**Position Code Title – Family Independence Specialist-A**

Family Independence Specialist 12

This is the advanced level. The employee functions as a lead worker, overseeing the work of lower-level Family Independence Specialists.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

## **FAMILY INDEPENDENCE SPECIALIST**

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Interviews applicants and recipients to assess employment potential and determine any barriers to self-sufficiency.

Develops plans and determines resources to address applicants' and recipients' problems in housing, transportation, child care, training, counseling, and other areas that are barriers to employment.

Determines the appropriate methods and courses of action to implement service, treatment, and learning plans.

Provides direct counseling services to applicants and recipients.

Serves as liaison between the department and community groups in developing services programs, interpreting rules and regulations, and coordinating programs and services.

Writes and maintains social case histories, case summaries, case records and related reports, and prepares correspondence.

Processes child care allowance and low income day care payments.

Interviews applicants and recipients to obtain information necessary to make eligibility determinations; conducts initial intake interviews, and/or periodic case review interviews.

Explains responsibilities to applicants and recipients for the development of a Family Independence contract that will result in self-sufficiency.

Explains social contract obligation to applicants and recipients and attempts to gain the participation of individuals who have not previously participated in the program.

Provides applicants and recipients with information on what actions will be taken if they do not participate in the employment and training program.

Determines eligibility for temporary financial assistance and develops plans to assist applicants and recipients in their efforts to become self-sufficient.

Computes applicants' and recipients' budgets for assistance in the areas of financial, medical, day care, and state emergency relief using manual and automated systems.

Assists applicants and recipients in completion of application forms and explains programs and requirements.

Writes social summaries for medical assistance cases.

Conducts home calls.

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Performs related work as assigned.

### **Additional Job Duties**

#### **Family Independence Specialist 12 (Lead Worker)**

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, and considerable knowledge is required at the experienced level.

Knowledge of state and federal social welfare laws, rules, and regulations.

Knowledge of social work theory and casework, group work, and community organization methods.

Knowledge of interviewing techniques.

Knowledge of human behavior and the behavioral sciences, including human growth and development, dynamics of interpersonal relationships and family dynamics.

Knowledge of cultural and subcultural values and patterns of behavior.

Knowledge of the basic principles of casework involving analysis of the physical, psychological, and social factors contributing to maladjustment.

Knowledge of social problems, their causes, effects, and means of remediation.

Knowledge of the types of discrimination and mistreatment which applicants and recipients may encounter.

Knowledge of family and marital problems, including family violence, their characteristics, and solutions.

Knowledge of community resources providing assistance to families and individuals.

Knowledge of departmental assistance payments programs.

Ability to apply rehabilitation principles and concepts of social casework.

Ability to develop, monitor, and modify applicant and recipient service goals.

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Ability to communicate with individuals who have emotional or mental problems and with persons of different cultures or subcultures.

Ability to persuade or influence people in favor of specific actions, changes in attitude or insights.

Ability to interpret laws, regulations, and policies.

Ability to maintain records, prepare reports, and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

### **Additional Knowledge, Skills, and Abilities**

#### **Family Independence Specialist 12 (Lead Worker)**

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

### **Working Conditions**

Some jobs require an employee to work in adversarial situations.

Some jobs may require an employee to conduct home calls.

Some jobs require travel.

### **Physical Requirements**

None.

### **Education**

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in areas of human services such as: social welfare, social work, sociology, psychology, family ecology, consumer/community services, family studies, family and child development, counseling and guidance, criminal justice, gerontology, special education, education of the emotionally disturbed, or education of the gifted.

### **Experience**

#### **Family Independence Specialist 9**

No specific type or amount is required.

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### **Family Independence Specialist 10**

One year of professional experience equivalent to a Family Independence Specialist 9 or Services Specialist 9.

### **Family Independence Specialist P11**

One year of professional experience equivalent to a Family Independence Specialist 10 or Services Specialist 10.

### **Family Independence Specialist 12**

One year of professional experience equivalent to a Family Independence Specialist P11 or Services Specialist P11.

### **Alternate Education and Experience**

One year of experience as an Assistance Payments Worker, Migrant Program Worker, or a Job Start Worker and a bachelor's degree in any major may be substituted for the education requirement.

One and a half years of Assistance Payments Worker, Migrant Program Worker, or Job Start Worker experience and three years of college may be substituted for the education requirement.

Three years of Assistance Payments Worker, Migrant Program Worker, or Job Start Worker experience and two years of college may be substituted for the education requirement.

Four and half years of Assistance Payments Worker, Migrant Program Worker, or Job Start Worker experience and one year of college may be substituted for the education requirement.

Six years of experience as an Assistance Payments Worker, Migrant Program Worker, and/or a Job Start Worker may be substituted for the education requirement.

One year of experience classified as a Departmental Analyst functioning as a Project Zero Coordinator and a bachelor's degree in any major may be substituted for the education requirement.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

FAMINDSPL

**Job Code Description**

Family Independence Specialist

**Position Title**

Family Independence Specialist-E

Family Independence Specialist-A

**Position Code**

FAMNSPLE

FAMNSPLA

**Pay Schedule**

W22-018

W22-041

ECP Group 2  
Revised 11/13/06  
KLLB