State of Michigan
Civil Service Commission

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code
1. FAMNSPLE

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	**8. Department/Agency**
3. Employee Identification Number	**9. Bureau (Institution, Board, or Commission)** Bureau of Specialized Programs and Processing
4. Civil Service Position Code Description Family Independ Specialist-E	**10. Division** Family Impact Teams (FIT) Division
5. Working Title (What the agency calls the position) Family Independence Specialist E - Family Resource Specialist (FRS)	**11. Section**
6. Name and Position Code Description of Direct Supervisor VACANT	**12. Unit**
7. Name and Position Code Description of Second Level Supervisor ; Family Independence Mgr-4 15	**13. Work Location (City and Address)/Hours of Work** / Various

14. General Summary of Function/Purpose of Position

The position serves as a resource in the child welfare service spectrum, focusing on identifying resources to strengthen families while improving child safety, permanency, and family well-being. This position involves coordination and communication with child protective services and foster care staff in successfully administering child welfare and benefit assistance services to children and families to remove barriers that would otherwise prevent the family from staying together.

The position is responsible for engaging with families to assess their skills and strengths, and to identify individual barriers to employment and family well-being. The position determines eligibility for public assistance programs, including cash assistance, food assistance, Medicaid, childcare and state emergency relief and makes collaborative referrals to community resources. This position develops strategies to remove those barriers, provide supportive services, and conducts follow-up monitoring and support in self-sufficiency activities to empower individuals and families. The position also develops, implements, and monitors service plans designed to promote independence, self-sufficiency and family well-being. This work is primarily conducted through face-to-face interactions with child welfare staff and families by participating in unit meetings, family team meetings, and home visits.

To assist with barriers to employment, this position refers identified individuals to Michigan Rehabilitative Services (MRS) for pre-vocational and disability assessments and Michigan Works! agencies for employment and training programs. This position is responsible for monitoring participants activities to ensure that federal participation rates are met.

Responsibilities also include monitoring life events to ensure appropriate adjustments are made to cases and employment participation requirements as needed. These services are provided to Michigan families in need of temporary assistance.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage:** **50**

As part of the department's approach to administering child welfare, collaborate with child welfare staff to assess the applicant/recipient circumstances and evaluate potential program eligibility and recommend the programs determined to be most beneficial to the applicant/recipient. Determine eligibility and authorize benefits for various assistance programs. Process changes, as necessary on active cases. Provide or arrange supportive services such as transportation, clothing, or other items needed to support the individual's employment and training activities and family well-being.

Individual tasks related to the duty:

- During initial engagement with the family, assess the family's circumstances and identify barriers to family well-being. With the family, identify potential solutions to barriers.
- Engagement with the family will be primarily conducted face to face or on Teams.
- Review Bridges to determine what programs are already active and identify programs the family may be eligible for. If the family has an upcoming redetermination or outstanding verifications, assist the family with follow-through.
- Assist the family with applying for assistance programs, review the assistance application, and provide support to the family in obtaining required verifications.
- Explain applicant/recipient's rights and responsibilities in addition to answering questions regarding the application

  process or department benefits.

- Expeditiously determine eligibility and authorize benefits by entering encoded data in departmental computer systems.
- When identified barriers cannot be resolved with public assistance programs, identify community partners and/or flexible funding sources to resolve the barrier. These may include community food banks, area churches, Salvation Army, Emergency Services funds, CRP, and SFSC.
- Discuss barriers and solutions with assigned child welfare teams to promote coordination and communication of

  identified barriers throughout the family's interactions with child welfare.

- Coordinate with Community Resource Coordinators, Local Office Funding Experts, management, and community partners to identify resources to resolve barriers.
- Attend child welfare staff meetings, unit meetings, supervisions, Family Team Meetings, Team Decision Making meetings, and home visits.
- Use MiSACWIS, Bridges and other systems to document your case management activities with the family.

Duty 2

General Summary: **Percentage:** **40**

Provide ongoing case management and assist the applicant/recipient in identifying and developing plans for self-sufficiency. This includes frequent follow-up and monitoring to determine progress toward meeting federal TANF employment participation rates, SNAP work requirements and the participants individual self-sufficiency goals.

Individual tasks related to the duty:

- Interview, orientate and counsel applicant/recipients toward obtaining self-sufficiency. These interviews may take place in the local office, in the applicant's residence or in another predetermined community setting.
- Assist applicant/recipient in the evaluation and development of objectives, including the development of a self-sufficiency plan.
- Assist applicant/recipient in identifying and removing barriers to participation in employment and training activities and achieving self-sufficiency.
- Assist applicant/recipient in explaining and completing the Family Assessment Screening Tool (FAST).
- Assess applicant/recipient family circumstances, work history, and aptitude.
- Assign mandatory activities to applicant/recipient that will prove to be beneficial in achieving self-sufficiency.
- Develop and educate recipients, and also monitor the progress of the Family Self-Sufficiency Plan (FSSP), as needed.
- Review and monitor the applicant/recipient progress in achieving self-sufficiency.
- Responsible for coordinating and representing the department at all necessary triage appointments when determining non-compliance with employment related activities
- Schedule and coordinate triage meetings when recipient has been non-compliant with employment related activities. Coordinate triage activities with Michigan Rehabilitation Services, Michigan Work! Agency and other applicable partners.
- Make final determination regarding whether "good cause" exists for recipients' non-compliance with employment related activities.
- If "good cause" is determined to exist, the FIS is responsible for making appropriate referrals to relevant service providers.
- If "good cause" does not exist, the FIS is responsible for implementing case closure and recipient disqualifications, as appropriate.
- Coach applicant/recipient on how to handle difficulties encountered in employment and managing work and family responsibilities.

Duty 3

General Summary: **Percentage:** **10**

Other duties as assigned

Individual tasks related to the duty:

- Provide feedback to supervisors regarding potential program deficiencies or enhancements that will assist departmental programs in providing desired outcomes to recipients.
- Participate in staff meetings and workgroups designed to improve payment accuracy or increase employment participation rates when requested.
- Stay abreast of policy changes as needed to ensure a thorough understanding of relevant policies is retained.
- Represent the local office in a variety of meetings within and outside their service county.
- Attend conferences pertaining to TANF participation rates and a variety of self-sufficiency topics.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- Determines a variety of assignments required to be completed by applicant/recipient that will ultimately lead to self-sufficiency, barrier removal and family well-being.
- Assess and prioritize the family's identified needs and determine appropriate solutions.
- Provides final determination regarding whether "good cause" exists regarding employment related disqualifications.
- Determine if the information presented is adequate to make program eligibility determinations and if adequate, completes determinations.
- Determines what issues are elevated to the policy office to recommend policy changes.
- Work with staff and partnering agencies to address challenges and ensure timely communication of any employment-related procedures or updates.
- Provide notification of employment related information to caseworkers to allow appropriate case actions to be taken.

17. Describe the types of decisions that require the supervisor's review.

- Issues affecting workloads of other units.
- Recommendations pertaining to county workload prioritization.
- Solutions that require flexible funding.
- Situations involving home visit protocol.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

60%-80% of time will require travel to engage in the community, which includes the local office, home visits, and community partners.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Complete and sign service ratings.	Assign work.
Provide formal written counseling.	Approve work.
Approve leave requests.	Review work.
Approve time and attendance.	Provide guidance on work methods.
Orally reprimand.	Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The position serves as a resource in the child welfare service spectrum, focusing on identifying resources to strengthen families while improving child safety, permanency, and family well-being.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

This position is a part of the CSA Teaming model, as part of the economic stability work area this position works directly with the child welfare work area to administer child welfare. This position is responsible for economic stabilization case management for families involved with child welfare including Family Independence Program cases.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major with at least 30 semester (45 term) credits in one or a combination of the following human services areas: social work, sociology, psychology, forensic psychology, education, community development, law enforcement, behavioral science, gerontology, special education, education of the emotionally disturbed, education of the gifted, family ecology, community services, family studies, family and/or child development, counseling psychology, criminal justice, human services, a human services-related counseling major, or interdisciplinary studies in social science.

EXPERIENCE:

Family Independence Specialist 9
No specific type or amount is required.

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.

Alternate Education and Experience

Family Independence Specialist 9 - 12
One year of experience classified as a Departmental Analyst functioning as an Employment and Training Coordinator and a bachelor's degree in any major may be substituted for the education requirement.

Five years of experience as an Assistance Payments Worker, Migrant Program Worker, and/or a Job Start Worker 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.

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.

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.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness

CERTIFICATES, LICENSES, REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor | **Date**

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

CANDACE EWING | 12/22/2025

Appointing Authority | **Date**

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee	Date