

**Urban League of Greater Pittsburgh
610 Wood Street
Pittsburgh, PA 15221**

Job Announcement

Department: Family Growth and Child Development
Program: Family Support Center
Job Title: Family Development Specialist
Reports to: Project Director
FLSA Status: Exempt

Note: *The Urban League of Greater Pittsburgh will consider qualified applicants without regard to race, national or ethnic origin, religion, sex, color or handicap.*

Summary of position:

Coordinate in-home and center-based services to families residing in East Hills, Duquesne and the surrounding communities. Assist families with family goal planning and monitor progress. Complete developmental and social/emotional screenings for all children 0-5. Organize and facilitate center-based activities. ***Family Support programs are strengths-based programs that operate according to the principles of family support.***

Position Responsibilities:

- Provide intensive in-home service coordination and child development activities for min. 25 families.
- Assist adult participants in identifying goals and developing LEAPing Circle Goal Plans.
- Monitor activities related to goal attainment.
- Refer participants to appropriate agencies or resources as needed, including Early Intervention Services.
- Follow up on referrals to ensure services are being provided.
- Complete ASQ Developmental and Social Emotional screenings for each child 0-5 years of age on their regularly scheduled basis.
- Attend IEP meetings, court hearings, permanency planning meetings, etc. as needed/requested.
- Schedule monthly home visits at times mutually agreed upon with families.
- Provide activities using the *Parents as Teachers* curriculum during home visits.
- Model and teach advocacy skills to parents.
- Schedule and facilitate center-based group and parent/child activities.
- Complete all documentation needed for the Management Information System.
- Attend at least 20 hours/yr. of job related training including out of town travel as needed
- Perform all other duties as assigned.

Qualifications Required

- Bachelor's Degree in Social Work, Child Development or related field; or Associate's Degree plus two years experience working with families and young children.
- Act 33/34 and FBI clearances.
- Strength-based Family Workers (SFW) credentials a plus. Must obtain within one year of hire.
- Excellent written and verbal communication skills.
- Ability to "partner" with families and adhere to the Family Support Principles.
- Must have current PA driver's license and access to reliable transportation.
- Ability to work non-traditional hours (evenings/weekends) and participate in out-of-town trainings.

Interested candidates should forward or e-mail a cover letter and updated resume by the application deadline to: dhill@ulpgh.org (*no phone calls please*):

**Denise Hill
Urban League of Greater Pittsburgh
610 Wood St.
Pittsburgh, PA 15222**

Posting Date: Friday, January 15, 2016

Closing Date: Friday, February 12, 2016/ or until filled