

Urban League of Greater Pittsburgh
610 Wood Street
Pittsburgh, PA 15222

Job Announcement

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

Note: *The Urban League of Pittsburgh will consider qualified applicants without regard to race, national or ethnic origin, religion, sex, color or handicap. This position is funded under the Allegheny County Department of Human Services Contract. Funding is contingent upon annual appropriations.*

Summary of position:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Coordinate in-home and center-based services to families residing in Northview 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 17 families.
- Assist adult participants in identifying goals through programs process and developing 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.
- Collect and maintain program information electronically and manually for all participants.
- Attend IEP meetings, court hearings, permanency planning meetings, and other meetings related to parenting etc. as requested.
- Schedule bi-monthly home visits at times mutually agreed upon with families.
- Provide activities using the *Nurturing Parenting Program and Parents as Teachers* curriculum during home visits.
- Co-facilitate monthly *Nurturing Parenting* and PAT Connect group sessions.
- Model and teach parenting and advocacy skills to parents.
- Assist with parent group and parent/child activities.
- Complete all documentation needed for the Management Information System in a timely fashion as required.
- Attend a minimum of 20 hours/yr. of job related training per year.
- Perform all other duties as assigned.

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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: vchavis@ulpgh.org (*no phone calls please*):

Val Chavis, Project Director
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East Hills Family Support Center
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Pittsburgh, PA 15221
vchavis@ulpgh.org

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