**Urban League of Greater Pittsburgh**

**610 Wood Street**

**Pittsburgh, PA 15221**

**Job Announcement**

**Department: Family Growth and Child Development**

**Program: Duquesne 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.*

**POSITION SUMMARY**:

The ideal candidate has a strong commitment to improve the quality of life for families and children in the Greater Pittsburgh region. The candidate subscribes to a strength-based approach to service delivery and supports strong customer service for participants, staff and co-workers. He/she must be an innovative and creative individual who thrives on flexibility and change, is responsive to program and community needs, and is able to infuse a high level of energy into the workplace.

Family Support programs are strengths-based programs that operate according to the principles of family support. The requirements listed below are representative of the knowledge, skills and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual fulfilling this position will coordinate in-home and center-based services for families residing in the Duquesne/West Mifflin areas. Maintains caseload of family participants as required by the Scope of Services agreement with the Department of Human Services of Allegheny County. Assist families with family goal planning and monitor progress. Complete developmental and social/emotional screenings for all children ages 0-5 and assist families with making referrals when necessary. Organize and facilitate center-based activities including but not limited to parent education groups, children’s groups, field trips and support groups. Family Support programs are strengths-based programs that operate according to the principles of family support.

**Position Responsibilities:**

* Recruit and maintain working roster of 15-20 families and provide in-home service coordination as well as center-based activities.

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* Schedule bi-monthly home visits at times mutually agreed upon with families including non-traditional hours as required; provide activities using the Nurturing Parenting and Parents as Teachers curricula during home visits and center-based activities.
* Assist adult participants in identifying goals and developing goal plans for families.
* Monitor activities related to family goal attainment and report progress in Synergy.
* Complete ASQ Developmental and Social-Emotional screenings for each child between the ages of birth to 5 years of age, as prescribed by Ages and Stages Questionnaire formula for children under 12 months of age or a minimum of twice per year for those older children.
* Refer participants to appropriate agencies or resources, as needed, including Early

Intervention Services and assist with access when necessary. Follow-up on referrals to ensure services are provided satisfactorily. Model and teach advocacy skills to parents

* Attend IEP meetings, court hearings, permanency planning meetings, etc., as

needed/requested.

* Complete all documentation needed for the Synergy database the information management system provided by Allegheny County Department of Human Services, including but not limited to enrollment information, family goal plans, child development screenings (ASQ and ASQ S/E), contact records, etc.
* Attend at least 20 hours/year of job-related training.
* Perform all other duties, as assigned.

**Working conditions and physical requirements:**

• Ability to work a flexible schedule, including evenings, nights and weekends; as well as the ability to attend infrequent out of town trainings.

• Ability to lift, carry and otherwise move up to 30 pounds, on a regular basis;

• Ability to sit, stand, bend, kneel, reach, push, pull or walk for various lengths of time,

 throughout the day;

• Ability to operate computer, fax/copy machines, telephone, calculator and general office equipment, on a regular basis to complete daily work responsibilities.

• Daily work in an office environment and with frequent travel to homes and sites, that may include exposure to weather conditions;

• Ability to travel to meetings, agency trainings and other miscellaneous work assignments

 within or outside of Allegheny County;

• Must have a valid Pennsylvania Driver’s License, reliable transportation, auto insurance and accept travel assignments, as directed by the program.

**Qualifications Required**

• Bachelor’s Degree in Social Work, Child Development or related field; Associate degree

 plus, two years’ experience working with families and young children is acceptable.

• Act 33/34 and FBI clearances.

• Strength-based Family Workers (SFW) credentials is a plus. Must obtain within two years of

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 hire.

• Demonstrated excellent written and verbal communication skills.

• Ability to “partner” with families and adhere to the Family Support Principles.

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

Denise Hill, Director of Family Growth and Child Development

Urban League of Greater Pittsburgh

Duquesne Family Support Center

One Library Place

Duquesne, PA 15110

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Regina L. Scott

 Vice President of Programs and Services

Posting Date:

Closing Date: