

The Opportunity

The Urban League of Greater Pittsburgh (ULGP), an organization dedicated to the economic self-reliance, parity, power, and civil rights, of African Americans and other underserved in the Greater Pittsburgh area, seeks a Family Resource Specialist to partner with families that reside in Duquesne and the surrounding area to assist in obtaining goods and services to meet family goals.

We are looking for an energetic, experienced social services professional with relationship building and coaching skills to complement our highly effective team and support our community. The ideal candidate will have a strength-based approach with families and work best when collaborating with others and will be energized by growth and change.

Because the Urban League of Greater Pittsburgh believes that our people are the only way to achieve our mission, we embrace and welcome those with varied life experiences who are committed and interested in the challenge of helping a storied organization reimagine itself. We welcome all qualified applicants who reflect the rich tapestry of the population and culture for whom the Urban League advocates regardless of ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran status, color, religion, disability, sexual orientation, marital status, or experience with poverty or homelessness.

The ULGP offers a flexible, collaborative environment with a commitment to best practices, innovation, and growth. We welcome creative and hard-working team players who share a passion for securing economic self-reliance, parity and power, and civil rights for African Americans and other underserved urban residents.

REPORTS TO: Project Director

FLSA STATUS: Full-time; Non-Exempt

STARTING SALARY RANGE: \$33,000- \$36,360

Family Resource Specialist

The Family Support Specialist will partner with the Project Director to coordinate resources for families that reside in Duquesne and the surrounding communities. Assist families with obtaining concrete goods and services to meet family goals. Identify and coordinate referral services with a wide array of service providers creating internal and external partnerships to meet the needs of families. Create educational opportunities for families that include virtual and live modes of implementation to enhance family life. Complete developmental and social/emotional screenings for all children 0-5. ***Family Support programs are strengths-based programs that operate according to the principles of family support.***

Essential Functions

- Locate and forge connections with a variety service provider to be able to make referrals; Help clients adjust to changes and challenges in their lives, such as illness, divorce, or unemployment;
- Advocate for and help clients get resources that would improve their well-being; Assess clients' needs, situations, strengths, and support networks to determine their goals.
- Once goals are established, assist adult participants in identifying action steps and the need for any external resources to obtain them; Monitoring activities related to goal attainment.

- Research and refer clients to community resources, such as food stamps, childcare, and health care.
- Respond to crisis situations, such as child abuse. Attending initial mandated reporter training with bi-annual refresher or as changes are made in the laws.
- Follow up with clients to ensure that their situations have improved.
- Evaluate services provided to ensure that they are effective.
- 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.
- Facilitate educational groups via virtual or live sessions to meet the needs of families utilizing internal and external providers.
- Assist parents in need of more intensive services with referrals for home visiting with other family centers nearby.
- Complete all documentation needed for the Management Information System.
- Perform all other duties as assigned.

COMPETENCIES

- Communication
- Relationship Building
- Effective Time Management
- Agility
- Client Focus
- Critical Thinker
- Results Focused
- Problem Solver
- Strength-based approach with families.
- Case Management

EDUCATION AND EXPERIENCE

Associate degree in social work or related field and 2 years of experience working with families and young children.

Bachelor's degree in social work or related field preferred.

Strength based Family Workers (SFW) credential a plus. Must obtain within one year of hire.

Must provide proof of full COVID 19 vaccination status or Medical or Religious exemption.

Act 33/34 and FBI clearances required.

The ULGP invites all applicants to include in their cover letter a statement about how your unique background and/or experiences can contribute to the diversity, cultural vitality, and perspective of our staff, students, volunteers, and supporters.