



<b>JOB TITLE:</b>	<b>FAMILY DEVELOPMENT SPECIALIST</b>
<b>DIVISION:</b>	<b>KINGSLEY ASSOCIATION</b>
<b>DEPARTMENT:</b>	<b>FAMILY SERVICES</b>
<b>FLSA STATUS:</b>	<b>EXEMPT</b>
<b>REVISION DATE:</b>	<b>AUGUST 2017</b>

## **JOB DESCRIPTION**

### ***POSITION SUMMARY:***

The Family Development Specialist (FDS) coordinates in-home and center-based services primarily for families residing in the East Liberty, Garfield and Squirrel Hill communities. The FDS assists families with family goal planning and monitors progress. The FDS completes developmental assessments for all children 0-5 at six-month intervals, and records immunizations. The FDS organizes and facilitates Center-based activities, including group sessions, recreational and social programming. Family Support programs are strengths-based programs that operate according to the principles of family support.

### ***ESSENTIAL DUTIES & RESPONSIBILITIES:***

- Provides in-home service visits and center-based interventions using a DHS approved evidence-based curriculum or evidence informed home visiting model.
- Provides parent/child interaction activities on home visits or during Center-based group experiences.
- Facilitates group sessions with parents or parent and children on a variety of topics aimed at improving parenting skills, parent child interaction, and child development.
- Recruits and maintains family caseloads as required.
- Assists families in setting and achieving their own goals and develops strength-based relationships by using the DHS approved assessment tool(s) to assess families' strengths and needs, and supports families to develop and pursue specific goals based on the assessment.
- Completes developmental screenings using a DHS approved assessment tools for each child 0-5 years of age every six months and provides a follow up based on the findings of the assessment.
- Facilitates families' access to appropriate agencies or resources as needed, including Early Intervention Services, behavioral health services, medical services, WIC, and insurance. Follows up on referrals to ensure services are in place or to address barriers.
- Models and teaches advocacy skills to parents.
- Attends IEP meetings, family group, court hearings, permanency planning meetings, etc. when appropriate and approved by site director.
- Schedules in-home visits at times mutually agreed upon with families.
- Maintains complete and accurate client records
- Provides activities specific to kindergarten readiness for children 4 years of age and older prior to school entry using measures such as developmental screening scores, school checklists and ensuring that parents are ready for their child's transition to school.
- Assists other FDS's in scheduling and facilitating center-based group and parent/child activities.
- Completes, enters, or submits, in a timely manner, all required program documentation. This includes but may not be limited to, weekly schedules, mileage forms, van usage documentation, etc. and DHS software system documentation

- Transports families to Center for activities or transports to other human services via Center van.
- Assists with cleaning of the childcare space, kitchen, storage, etc. when needed.

### ***EDUCATION /EXPERIENCE & CERTIFICATIONS:***

- Associate or Bachelor's Degree in education, child development, family relations, or social work
- 2-3 years' experience working with families of children 0-5
- Act 33/34 and FBI Clearances are required
- Valid PA driver's license with clean driving record, insurance and registration with access to a reliable vehicle is required

### ***OTHER SKILLS AND ABILITIES:***

- Ability to work with parents and children in a home environment.
- Ability to think creatively, plan, and organize complex work projects.
- Ability to work under pressure, be flexible, organized and able to effectively prioritize work tasks
- Strong verbal and written communication skills.
- Strong interpersonal skills and ability to work as part of a team.
- Self-motivated; demonstrated initiative and ability to follow through on tasks
- Ability to work as part of a team in completing group tasks and special projects.
- Skilled in the use of Microsoft Office Suite including Word, PowerPoint, Excel and Outlook and willingness to learn and use other web based software programs.

### ***ORGANIZATIONAL RELATIONSHIPS:***

**Reports to:** Site Director

**Title(s) of direct reports (if applicable):** N/A

***WORK ENVIRONMENT:*** Works in a normal office setting with no exposure to adverse environmental conditions.

(1) Indoors and in home settings; 2) Frequently required to work at a fast pace; 3) Local travel required; 4) Some evening and weekend work required

***NOTE:*** This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.