

SOUTHWESTERN PA HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Family Development Specialist (Full-time)
Monessen Family Center

PAY GRADE: 12

WAGE: \$31,805 (as a minimum)

ESSENTIAL FUNCTIONS:

- Provides child development education, developmental screenings, case management, and referral services to students and their families.
- Completes the intake and assessment process for students and families, verifying the accuracy of information and need for social services.
- Makes home visits, as needed, to evaluate student and family and devise a comprehensive service plan that includes strength, needs and goals of student and family.
- Initiates contact with providers of needed services, processes formal referrals, provides follow-up to ensure student and family compliance with service plan.
- Maintains ongoing communication with school district representatives via confidential meetings and written progress reports.
- Participates in staff meetings, treatment team meetings and other activities as required to ensure a team approach to service provision.
- Accompanies student and/or family members to social service appointments, when needed.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Bachelor's Degree in Education with Pennsylvania Teaching Certification from an accredited college or university; Certified Special Education Teacher; one year case management or public education system experience preferred.
- Must successfully obtain Criminal History Clearance from the PA State Police and Child Abuse clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to transport oneself as program needs dictate.
- Ability to observe and recognize verbal and non-verbal signs of physical or mental disorders.
- Ability to understand and follow supervisory direction.
- Ability to communicate with effectiveness.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607. ATTENTION: **POSTING#18236-NO LATER THAN DECEMBER 13, 2018.**

EQUAL OPPORTUNITY EMPLOYER