

JOB VACANCY NOTICE

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS!

POSITION: Children Services Specialist/Ombudsman- (Part-Time)

PAY GRADE: 12

WAGE: \$16.31/hr. (As a minimum)

ESSENTIAL FUNCTIONS:

- The Children Services Specialist serves as the liaison to help bridge the gap between school districts, parents, children and community providers. The Children Services Specialist provides educational trainings to parents and community providers. This position also entails serving as a Mental Health Ombudsman.
- Provides direct service to families for children in special education programs or children identified as in need of special education to include reviewing evaluations, IEP and 504 plans with parents, making appropriate suggestions.
- Attends IEP meetings, evaluations, manifestation hearings and Chapter 15 meetings.
- Provides services as a liaison to all eight school districts and all private schools in Butler County.
- Provides education to parents to include as the rights and responsibilities in compliance to State and Federal Special Education Regulations.
- Provides outreach in the community to provide knowledge of additional services
- Provides assistance to resolve issues through the complaint and grievance procedure to include documenting concerns, helping with filing a complaint or grievance.
- Provides consumers the education about their rights and responsibilities under managed health care.
- Provides assistance at grievance level hearings and complaints.
- Provide outreach to community about additional services.
- Attends all Ombudsman staff related meetings
- Other duties as required, including providing mental health ombudsman services.
- 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 5 years' experience in behavioral management.
- Comprehensive knowledge of Chapter 14/Chapter 15 regulations.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Must successfully obtain Criminal History from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Ability to transport oneself, as program needs dictate.
- Ability to work independently following established policies and procedures, including emergency situations.
- Ability to establish a strong working relationship with parents and school district administrators.
- Ability to display an understanding and compassionate attitude with communicating with clients that will be served, while maintaining independent judgment and perspective.

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, email naffinito@sphs.org or kjohnson@sphs.org ATTENTION: POSTING#19109-NO LATER THAN JULY 2, 2019.

EQUAL OPPORTUNITY EMPLOYER