

**Job Title:** Family Development Specialist (Parent Educator)

**Position Summary:**

To provide comprehensive services with families and children residing in the Family Center area with an emphasis on families with children aged birth to five years. The ability to work with parents and children in a home environment. The Family Development Specialist works respectfully with the families in a strengths model approach and integrates oneself into the community.

**Duties and Responsibilities:**

1. Follow the Family Support Principles and carry a caseload of 20-25 families.
2. Actively recruit new families for the program.
3. Provide at least two home visits per month to each family with a focus on child development, parent involvement, health services, nutrition, family support services, etc.
4. Provide practical, emotional, and social support to families by home visits.
5. Maintain a collection of data and documentation using the AIU Data Safeguarding procedure.
6. Complete FAST Assessments for head of household and all children.
7. Develop an adult and child goal. Develop a family goal plan.
8. Complete child assessments every 6 months (Ages & Stages).
9. Enter data into Synergy and OCDEL data systems and the Parents as Teachers Penelope Database by monthly deadlines as assigned by the site director or data manager.
10. Maintain and update each family file at all times.
11. Welcome and interact with all families. Provide positive family communications.
12. Nurture and support families and peers and work with families in becoming self-sufficient.
13. Actively carry out resource and referral work for families and community members.
14. Provide crisis intervention and assist families in developing support networks.
15. Facilitate, coordinate, and participate in weekly parent support and parent/child interaction groups. Facilitate, coordinate, and participate in evening groups and encourage families to participate in groups and activities.
16. Promote parent-child attachment among family members.
17. Advocate with families to providers, school districts, Department of Public Welfare, Children Youth and Families and other systems. Maintain relationships with service providers.
18. Participate in community outreach events.
19. Participate in reciprocal relationships based on respect.
20. Assist in center maintenance with cleaning and maintenance of the center. Serve as an equal member of the family center team.
21. Pursue training and information which would serve families and team.
22. Other duties to ensure program operates smoothly and efficiently.

**Qualifications:**

1. Bachelor's degree in education, child development, family relations, social work, guidance counseling and one (1) year experience working with infants/toddlers and families or Associates degree in education, child development, family relations, social work, guidance and counseling

and two (2) years' experience working with infants/toddlers and families or High school diploma/GED and three (3) years' experience working with infants/toddlers and families.

2. Basic level expertise in current Microsoft Office products.
3. Strong communication, writing, interpersonal, organizational and recordkeeping skills required.
4. Excellent organizational skills, initiative, and ability to work with limited supervision.
5. Ability to prioritize tasks, meet deadlines, and work under pressure.
6. Ability to track, evaluate, and interpret program data to ensure high-quality programs and services.
7. Ability to travel.
8. Ability to comply with the AIU Conduct policy

**Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting for extended period of time
- Lifting, carrying, pushing, pulling 35 pounds
- Ability to kneel, crouch, bend and reach to retrieve and handle teaching materials and supplies
- Moving fingers and hands in a repetitive manner
- Ability to speak clearly and distinctly when communicating with limited English-speaking customers
- Hearing clearly
- Adequate vision to perform duties

The information contained in this job description is for compliance with Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Disclaimer:** The preceding description is not designed to be a complete list of all duties and responsibilities required of this position.

**Reports To:** Family Center Site Director

**Department:** ECFCS/FACES

**Position Schedule:** Monday – Friday evenings and Saturday for special events

**Salary:** \$28,188

**Benefits:** 230 Day Employee, time off days, personal and sick days

Updated 7-11-2023

**To Apply:** Create an on-line application and upload a cover letter, resume, PA Certificate (if applicable) and transcripts at the [AIU Career Site](#).

Please send any questions to: [recruitment@aiu3.net](mailto:recruitment@aiu3.net)

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