

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

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**POSITION:** **INTEGRATED SERVICE AIDE**

**DIVISION:** Early Childhood Development

**PURPOSE:** Promotes family wellness and parent engagement by supporting the implementation of the family engagement process utilizing the Parent, Family, and Community Engagement Framework. Operate as a liaison between classroom and home settings in the area of education, child development, health and mental health and other comprehensive services.

**QUALIFICATIONS:**

**Education:** Associate Degree in: Human Development and Family Studies with Early Childhood Emphasis; Early Childhood Education with coursework in Family in Society/Family Partnership or Family Engagement; Social Work/Social Services with coursework in Early Childhood Education, or other related field with coursework in Family in Society/Family Partnership or Family Engagement, Social Work/Social Services and Early Childhood Education

**Experience:** One (1) year experience in social work, preferably in early childhood setting or servicing low-income families.

**Skills, Abilities, and Knowledge:**

- a. Ability to maintain confidentiality.
- b. Excellent interpersonal skills.
- c. Effective oral and written communication skills.
- d. Machine operation could include calculator, computer, photocopier and telephone.
- e. Knowledge of social service agencies in the county.
- f. Ability to accept differences of opinion and objectively find appropriate strategies.
- g. Ability to track information.
- h. Good organizational skills.

**REPORTS TO:** Child Development and Education Manager or Supervisor

**SUPERVISES:** None

**JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:**

**Mental Concentration:** Considerable concentration intermittently.

**Interruptions:** Occur constantly.

**Physical Effort:** Medium physical effort (up to 30 pounds) in predominantly sitting and walking positions.

**Confidential Information Used:** Child's health/mental health information, family economic information, family environmental information.

**Special Demands:** Considerable travel, potential eye strain, and occasional lifting.

**Requirements:** Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Valid PA driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties may include any or all of the following. This list is intended to be representative.

01. Conduct home visits to complete parent needs assessment, family partnership plan, monthly social services/themes, etc.
  - Develop schedule and complete monthly visits with assigned caseload families.
  - Complete and input Family Outcomes Assessment 3 times per year.
  - Complete necessary paperwork required on every family – support is provided via counseling, actual referral and follow-up.

- Assist parents in resolving problems by helping them build on their own resources and offering resource and referral information for outside intervention, utilizing the FPP.
  - Refer families to appropriate agencies after assessment.
  - Follow up on family referrals.
  - Support educating parents and obtaining health requirements on enrolled children.
  - Collect statistics required by supervisor for submission to the federal government.
  - Maintain confidentiality.
  - Transport families as needed.
02. Maintain daily/monthly paperwork and records as required by program procedures or when requested including: Assisting with tracking/documentation forms, Family Contact Logs, Home Visit Summary, In-kind, etc.)
  03. Place phone calls to families to update information.
  04. Follow up on children's inconsistent attendance.
  05. Support and oversee parent committee meetings
  06. Train parents in areas of child discipline, nutrition, safety, etc., via monthly themes.
  07. Gather materials to present to families as monthly themes.
  08. Assist with crisis intervention by helping families in emergency situations.
  09. Contact community resources to update current services.
  10. Plan communication time with other staff servicing family and/or child.
  11. Maintain current and accurate records/files as required by the program.
  12. Assist Instructor with daily classroom activities for all service areas by:
    - Greeting children and parents.
    - Assisting with all activities in all domain areas, and involving children and parent volunteers.
    - Promoting self-esteem through encouragement and by accepting individual differences.
    - Being positive and understanding role model.
    - Complimenting and assisting with the daily routine as requested by the Instructor.
    - Helping with daily health checks, brushing teeth, bathrooming, hand washing, etc.
    - Checking for and reporting any signs of suspected child abuse/neglect according to procedures and state mandates
    - Administering CPR/First Aid when necessary.
    - Riding Bus as needed to receive/deliver children and maintain safety and order.
    - Modeling positive mealtime behaviors and good eating habits.
    - Setting up and cleaning up for/from meals.
  13. Recruit children for enrollment.
    - Follow up on pre-applications.
    - Complete applications.
    - Complete Initial Paperwork.
  14. Attend in-service training.
  15. Perform other related work as required or requested.

**CORPORATE EXPECTATIONS:**

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

**PAY GRADE:** E

**HOURLY WAGE:** \$11.44-Associate/Bachelor Degree  
HDFS or related field

**HOURS PER WEEK:** 40  
Hours to be determined  
Possible non-traditional