

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

**JOB DESCRIPTION**

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**POSITION:** **FAMILY SERVICE WORKER**

**DIVISION:** Early Childhood Development

**PURPOSE:** Provides social service functions including recruitment, enrollment, family services/support, and referrals for the Head Start program.

**QUALIFICATIONS:**

Education: Bachelor's Degree in Social Work/Social Services, or related field.

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

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 family needs assessment, family partnership plan, monthly social service theme, etc.
  - Complete daily visits with families (4 to 5 daily). Design bi-weekly to monthly schedules.
  - Complete necessary paperwork required on every child/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.
  - Refer families to appropriate agencies after assessment.
  - Follow up on family referrals.
  - Support educating parents/guardians 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. Place phone calls to families to update information.
- 03. Recruit children for enrollment.
  - Follow up on pre-applications.
  - Complete applications.
  - Complete Initial Paperwork.
- 04. Follow up on children's inconsistent attendance.
- 05. Train parents in areas of child discipline, nutrition, safety, etc., via monthly themes.
  - Gather materials to present to families as monthly themes.
- 06. Assist with crisis intervention by helping families in emergency situations.
- 07. Contact community resources to update current services.
- 08. Plan communication time with other staff servicing family and/or child.
- 09. Maintain current and accurate records as required by the program.
- 10. Attend in-service training.
- 11. 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:** F

**HOURLY WAGE:** \$15.15

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