

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

**PAGE 1 OF 4**

**POSITION:** FAMILY RESOURCE SPECIALIST **DIVISION:** Early Childhood Development

**PURPOSE:** Provides instruction and guidance to pregnant women, infant/toddlers, pre-schoolers and their families in the Early Head Start Home Based programs and during group socializations.

**QUALIFICATIONS:**

- Education: Bachelor's Degree in Early Childhood Education; OR Bachelor's Degree with Early Childhood Certification OR Bachelor's Degree in Elementary Education, Social Work, Human Services (i.e. Human Development and Family Studies, etc...), Education, Psychology or other approved related field; OR Bachelor's Degree in unrelated field with a commitment to obtain within one (1) year of hire an infant/toddler CDA or state awarded Private Certification in Nursery/Kindergarten.
- Experience: Preferred one (1) year home based or classroom experience with pre-school children. Knowledge of social service agencies in Fayette County desirable.

Skills, Abilities and Knowledge:

- a. Problem solving ability where independent judgment may be required
- b. Ability to maintain confidentiality
- c. Excellent interpersonal skills
- d. Effective oral and written communication skills
- e. Machine operation could include calculator, computer, photocopier, typewriter, tape recorder, phonograph, CD player, projector, telephone
- f. Knowledge of Head Start Performance Standards, policies, and procedures
- g. Ability to deal with and adapt to frequent change
- h. Ability to work with and delegate to volunteers and other team members without having supervisory authority over them
- i. Knowledge of social service agencies in Fayette County
- j. Ability to accept differences of opinion and objectively find appropriate strategies
- k. Ability to track information
- l. Ability to record observations in case notes and behavioral terms and communicate those observations
- m. Good organizational skills

**REPORTS TO:** Child Development and Education 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, kneeling and walking positions.
- Confidential Information Used: Pregnant woman's or child's health/mental health information, family economic information, family environmental information.
- Special Demands: Considerable travel, potential eye strain, and occasional to frequent lifting.
- Special 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. Participate in visits in families' homes by:
  - Maintaining confidentiality.
  - Preparing parents for participation in meetings.
  - Preparing information to share with parents.
02. Plan and implement a sound instructional program by:
  - Monitoring and completing progress reports from observations of children's actions and discussing progress reports with parents a minimum of three times per year.
  - Attending individualized family service plan [IFSP] / individualized education program [IEP] meetings and participating in the development of plans.
  - Attending IFSP's/IEP's in homes when necessary.
  - Teaching all special needs children according to IFSP/IEP.
  - Constructing teaching tools to accomplish goals for parents and children.
  - Preparing weekly activities that include all areas of development for individual infants, toddlers, pre-schoolers, pregnant mothers and families.
  - Encouraging participation in group activities such as free play, dramatic play, safety in socializations and on outings, etc.
  - Providing health and nutrition awareness activities for children, pregnant mothers, infants, toddlers and families.
  - Promoting self-esteem through encouragement and accepting individual differences.
  - Writing observations of children's actions for the purpose of assessing development.
  - Monitoring and completing progress reports from observations of children's actions and discussing progress reports with parents.
  - Researching necessary agencies for potential in-kind social services.
  - Planning and organizing socialization and group plays.
  - Making referrals as necessary.
  - Planning and providing individualized prenatal/postnatal curriculum for pregnant women.
  - Providing transition activities that are developmentally appropriate and individualized.
03. Assess children in areas of growth on an ongoing basis by:
  - Completing developmental screenings. (EHS 2 times per year)
  - Completing a social/emotional/self help screens on each enrolled child.
  - Completing height/weights on each enrolled child.
  - Collecting work samples and anecdotes
04. Participate in staff meetings, discuss program operation methods, child guidance referrals, parent involvement, etc. by:
  - Informing and updating the improvements/problems with IFSP/IEP's in preparation for transition.
  - Attending meetings with other social service, health or support agency to develop and plan for individual needs.
  - Developing individual behavioral plans to support child's needs.
05. Utilize the Health and Safety Checklist as a guide, maintain a safe and healthy environment by:
  - Administering medications in life threatening circumstances when necessary.
  - Assisting in hand washing, brushing teeth, toileting.
  - Providing scheduled meals at group plays and socializations.
  - Conducting fire drills at socials and in the homes/emergency exit drill from buses.
  - Performing health checks of children (free from communicable disease).
  - Checking for and promptly reporting any signs of suspected abuse/neglect.
  - Modeling appropriate eating habits and mealtime behavior.
  - Cleaning classroom/socialization room/kitchen area and office space as needed.
  - Administering First Aid/CPR when necessary.
  - Preparing for emergency situations by keeping emergency supplies available and acquiring an evacuation site.

06. Coordinate, schedule, delegate, and oversee the monitoring of parent participants, and community volunteers with Head Start/Early Head Start Management team.
07. Oversee, delegate and monitor staff assisting with classroom socialization/community outing activities.
08. Implement the comprehensive program in the home-based settings by:
  - Identifying and cultivating family strengths and goals using Family Partnership Plan.
  - Working with the family on a scheduled one-to-one basis in their home for minimum of 90 minutes weekly.
  - Assisting parents in developing and fostering healthy self-concepts which will assist in becoming the primary family educator.
  - Assisting parents in developing ways of using household articles as teaching tools.
  - Providing socialization/community outing experiences at least two – three (2-3) times a month.
  - Keeping parents informed of parent meeting dates and activities planned by the parent committee and facilitating the parent meeting in their area.
  - Acting as a liaison and family advocate between community resources and the Head Start/Early Head Start family.
  - Assisting families in fully utilizing all available community resources.
  - Making referrals and linking families with community services (i.e., DPW, Drug and Alcohol, prenatal services, housing, WIC, etc.)
  - Following up on family referrals and documenting progress.
  - Assisting parents in problem solving by helping them build on their own resources.
  - Assisting in building links between families and community agencies.
  - Assisting with crisis intervention by helping families in emergency situations (emergency fuel assistance, housing).
  - Transporting and accompanying families to appointments (i.e. medical, WIC, DPW) when necessary.
  - Conducting parent surveys, assessments and training plans.
  - Supporting families in obtaining insurance, establishing medical and dental homes, and promoting and assisting families to maintain their child's preventive medical and dental care.
  - Cultivating family strengths using Family Goals Plan.
  - Including all Head Start components one time or more during the month (Education, Parent Involvement, and Social Services).
09. Visit social service agencies, as needed, to become aware of functions, gather literature, and become familiar with operations in order to support the enrolled families and provide current information regarding agency yearly for the corporation's resource directory.
10. Attend training, meetings, etc. to attain greater knowledge in Child Development field and the stages of pregnancy (i.e., special conditions, signs/symptoms, etc.)
11. Maintain daily/monthly paperwork and records required by program procedures or as requested including:
  - Filling out required monthly paperwork (attendance sheets, forms required for telephone and home contacts, in-kind forms, transportation requests, lesson/social plans, requisitions, etc.).
  - Maintaining a monthly schedule, updating daily or as necessary as changes occur.
  - Gathering statistics for preparing reports when requested.
  - Preparing timesheets and travel vouchers.
  - Updating the children's individualized plans.
  - Completing Early Intervention, IEP/IFSP, Health Program Reporting forms and updates IEP/IFSP's as needed.
12. Available to work non-traditional hours to meet the needs of the enrolled families (evenings and weekends) – adjusted schedules.
13. Substitute when necessary to support other areas of program operations.

- 14. Coordinate and perform recruiting tasks.
  - Assisting in completing pre-applications and registrations on families in Fayette County.
  - Assisting with recruitment at special community events.
  - Giving input on and distributing recruitment materials to inform parents and the community.
  - Tracking recruitment efforts and providing input on recruitment opportunities.
- 15. Keep supervisor informed of schedules, needs, problems, ideas, and suggestions, and seek help when necessary by:
  - Giving input for ordering supplies and equipment.
  - Sharing information gathered from local social services agencies and parents.
  - Participating in program planning committees or surveys
- 16. Support and assist the transportation service area by monitoring children during transportation by bus.
  - Completing behavior logs and transportation logs
  - Assisting children with learning to utilize the 5 point restraint system
  - Providing parents/guardian and enrolled children information on the transportation and pedestrian curriculum
  - Implementing support plans for children during bus transporting as the need is identified.
- 17. 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:** \$15.42

**HOURS PER WEEK:** 40  
Possible non-traditional