

JOB DESCRIPTION

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Position: Family Resource Specialist

Division: Early Childhood Development

Employment Classification: Non-Exempt

Reports To: Child Development and Education Supervisor

Supervises: None

Summary/Purpose: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education, and early childhood educational services to the communities we have served for over 40 years. The Family Resource Specialist will deliver comprehensive child development and family support services to eligible pregnant women, infants, toddlers, and their families through weekly home visits and planned socialization activities. This role offers instruction, guidance, and support in accordance with Head Start/Early Head Start performance standards, utilizing expertise in child development, family dynamics, and adult learning principles, while collaborating with social service agencies in Fayette County. The ideal candidate will have strong organizational, verbal, and written communication skills and the ability to establish partnerships with families.

Qualifications & Requirements:

Education: Minimum of an Associate's degree in Child Development or related field with equivalent coursework. Associate's degree in unrelated field with commitment to obtain infant/toddler CDA within 12 months of hire.

Experience: One year experience home based or classroom experience working with children under the age of five. Knowledge of social service agencies in Fayette County preferred.

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Demands: Medium physical effort (up to 30 pounds) in predominately sitting, kneeling and walking positions. Occasional to frequent lifting, potential eye strain.

Special Demands/Requirements: Considerable travel. Alternative hours, alternative locations. Valid driver's license, verification of car insurance coverage (validated yearly minimum), as well as reliable transportation Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health, and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

01. Plan and implement a sound instructional program in families' home.
02. Assess children in areas of growth twice annually by measuring height/weight, developmental screenings, collecting work samples, anecdotes, and social/emotional/self-help screens on each child.
03. Utilizing the Health and Safety Checklist as a guide, maintain a safe and healthy environment.
04. Implement weekly comprehensive services in the home-based settings for at least 90 minutes and plan socializations.

05. Transport and accompany families to appointments when necessary
06. Coordinate, schedule and oversee the monitoring of staff members, parent participants and volunteers assisting with community outings along with the Head Start Management Team.
07. Substitute when necessary to support program operations.
08. Plan and perform recruiting tasks. Visit social service agencies as needed to maintain knowledge base of current programming. Provide current information regarding agency yearly for the corporation's Resource Directory.
09. Maintain daily/monthly paperwork required by program procedures or as requested, including but not limited to; IFSP/IEP updates and reporting, health program reports, monthly schedules, attendance records, contact information, in-kind forms, transportation requests, timesheets, and travel vouchers.
10. Keep supervisor informed of schedule, suggestions and challenges, share information on program planning ideas, survey opportunities or local social service updates.
11. Support and assist the transportation service area by monitoring children during transportation by bus. Attend all professional development trainings, meetings, and events as necessary.
12. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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:

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F

HOURLY WAGE:

\$22.84 – Bachelor Degree
\$19.57 – Associate Degree

HOURS PER WEEK:

40 – Possible non-traditional