

# ***Holy Family Institute Family Support Specialist Family Focused Solution Based Services***

**Reports to:** Supervisor, Family Focused Program

**Location:** Swissvale

**Hours:** Full-Time position working flexible hours to meet the needs of the clients. Must be prepared to work some evenings and weekends.

**General Statement of Duties:** The Family Support Specialist provides case management, treatment planning, and educational support to families with mental health concerns.

**Essential Functions:**

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Provides 25 hours of direct client care per week; 20% (5 hours) of which is delivered with the Mental Health Clinician.
3. Be well versed in signs of addiction and other mental health diagnoses.
4. Participates in formulation of time limited, goal-directed, and strength-based treatment plans.
5. Provides case management services and parenting education.
6. Participates in family therapy sessions as outlined in the treatment schedule.
7. Completes required documentation in keeping with agency standards, CYF, and CCBHO.
8. Remains compliant with agency CQI and HIPPA standards.
9. Develops growth-oriented relationship with clients.
10. Maintains minimum direct service hour requirements.
11. Maintains client confidentiality.
12. Attends all mandatory training.

**Minimum Qualifications:**

Candidate must possess a bachelor's degree in a mental health discipline with at least three years experience. A valid PA driver's license, current FBI & Act 33/34 clearances, and a vehicle are required. Must be capable of visiting families in their homes, lifting small children and infants, and providing transportation when needed. **EOE**