

Holy Family Institute

Family Child Worker

Reports to: S.N.A.P Program Supervisor

Hours: full-time. exempt, 40 hours per week

Location: McKees Rocks Office

HFI Mission Duties:

- Understand the values and mission of the Sisters of the Holy Family of Nazareth, the Sister's role in furthering the social teachings of the Catholic Church and embody an appreciation of their work with children and families in the world.
- Understand and implement the mission, philosophy, and values of HFI helping children and families lead responsible lives and develop healthy relationships. Demonstrates the intrinsic value of each person in all interactions and in making decisions on the job.
- Participates in special activities and functions of the agency and/or departments.
- Effectively uses the tools and seven commitments of the Sanctuary Model to further the mission of HFI, facilitating positive outcomes for children and families while creating a safe environment for everyone involved with HFI.

Essential Duties and Responsibilities:

Provide services to children and families

- a. Utilize the assessment tools to determine the services to be provided.
- b. Engage children and families in a working relationship.
- c. Assist children and families in utilizing community resources.
- d. Facilitate parents and children's groups utilizing the SNAP curriculum and guidelines.
- e. Assist the parent/s in obtaining services for their children when indicated.
- f. Provide Parent and Family counseling sessions.
- g. Be available to families for crisis situations.
- h. Provide Individual Befriending/ counseling sessions with children to reinforce SNAP skills.

Provide case management services

- a. Establish treatment plans as they relate to the assessments.
- b. Utilize agency resource list and maintain knowledge of community resources.
- c. Assist families in utilizing community services through referral and advocacy.

- d. Provide concrete services, including transportation when necessary and appropriate.
- e. Work cooperatively and in a team approach with all other team members.

Provide documentation of service

- a. Progress notes are completed within 24 hours of any contact with the child, parent and/or family.
- b. Progress notes accurately reflect service provided to child and/or family and their progress.
- c. Complete all necessary documentation required by the SNAP Program in Toronto, Holy Family Institute and/or required by any referring agency or funders.
- d. All documentation is completed within agency guideline time frames.

Participate in ongoing development of the Program

- a. Participate in office staff meetings.
- b. Make suggestions and recommendations for the program and increased effectiveness in services.
- c. Participate in leading new initiatives or suggestions.
- d. Adhere to other requests as indicated by supervisor.
- e. Assist in referral obtainment efforts.

Demonstrate responsibility in compliance with Agency CQI and HIPAA procedures.

- a. Follow office and agency HIPAA procedures.
- b. Maintain the confidentiality of client information.
- c. Maintain knowledge and participate in agency Continuous Quality Improvement initiatives.
- d. Assure that services are in compliance with the Toronto SNAP Program.

Develop and increase skills in working with children and families

- a. Attend all mandatory trainings.
- b. Develop personal training goals.
- c. Attend training regarding the SNAP curriculum and implementation of the SNAP Program.

Minimum Education Requirements:

Bachelors preferred; H.S. diploma or equivalent required. At least 2 years of experience providing counseling/supportive services

Minimum Requirements:

- Excellent written and verbal communication skills.
- Candidate must be proficient in use of the computer.
- Ability to work effectively both independently and in a team-oriented culture.
- Act 33/34 and FBI clearances and valid PA driver's license required.
- Must have use of a car during work hours.
- Must be capable of visiting families in their homes on a flexible schedule.
- Ability to facilitate manualized parent and/or child groups.
- Ability to perform the essential job functions consistent safely and successfully with the ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standards
- Must be able to talk, listen and speak clearly on telephone.
- Must be able to sit for long periods of time operating a computer or attending meetings/trainings.
- Ability to lift and move up to 25 lbs. and assist with organizing case files

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