

**Holy Family Institute**  
**Family Support Specialist-**  
**Bachelor Level**

**Family Focused Solution Based  
Services**

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

**Location:** McKees Rocks

**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:** Experience and skills in child development and parenting education, case management, risk assessment, and treatment planning. Capable of understanding Drug and Alcohol issues and the impact they have on families. Be available during crisis situations if necessary for the families and children. Ability to work as a team member and independently; provide timely and appropriate documentation.

**Please Note:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

**Essential Functions:**

- In coordination with the Mental Health Clinician:
  - Meet with the family within 5 days of opening and complete the preliminary goal plan and crisis plan.
  - Plan/Schedule Interagency Meeting within the first 30 days of treatment and the last 30 days of treatment.
  - Complete Goal Plan Update and Crisis Plan Update monthly with the families.
  - Present/discuss a family twice a year during Clinical Presentations.
- Capable of driving to families' homes and conduct sessions in their homes, schools and/or communities.

- Ensure that services provided to the families are based on their goals and treatment plan.
- Educate and assist families on effective positive parenting skills and how to implement them, children's developmental concerns and drug/alcohol concerns (if applicable).
- Provide case management to assist the families with obtaining their goals.
- Provide families with information about community resources in their area.
- Obtain at least 25 hours of billable time each week; 20% of which is delivered with the Mental Health Clinician (ie: 6hrs).
- Be available to provide assistance/guidance during crisis situations for the families.
- Utilize the EVOLV Computer System to complete appropriate paperwork.
- Utilize Microsoft Word to complete Logs, which are due daily.
- Assure that the progress notes accurately reflect the service provided and related to the families' goals.
- Submit Unusual Incident Reports within 24 hrs of the reportable event.
- Attend all Conferencing and Teaming Meetings when invited by the families and/or OCYF.
- When invited, attend OCYF/JPO court hearings.
- Coordinate services with other providers when they are involved with the families.

**Minimum Qualifications:**

Candidate must possess a bachelor's degree in a Social Services, Psychology or Human Service fields. Experience in Social Services, Psychology or Human Service Field(s) preferred, not required. A valid PA driver's license, current FBI & Act 33/34 clearances, and a vehicle are required. Must be able to talk, listen and speak clearly in person and on the telephone. Must be able to sit for long periods of time operating a computer in the office and/or in clients' homes. EOE