



Family Support Specialist Family Focus Solutions Based

Reports to: FFSB Supervisor

Hours: FT Position – Monday – Friday flexible based on the needs of the program.

HFI Mission Duties:

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

HFI is seeking a Family Support Specialist to provide case management services to clients assisting in child development & parenting education, case management, risk assessment, and treatment planning.

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.

General Statement of Duties: This position is responsible for assisting in child development and parenting education, case management, risk assessment, and treatment planning. This position must be 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.

Essential Functions:

- Promotes the Mission and Philosophy of Holy Family Institute.
- 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 family's' 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 child development and effective positive parenting skills. Provide education and support regarding behavioral health challenges in children (if applicable).
- Provide case management to assist the families in achieving their goals.
- Provide families with information about community resources in their area.
- Obtain at least 25 hours of billable time each week with at least 5 hours of services delivered with the mental health clinician.
- Be available to provide assistance/guidance to families during crisis situations.
- Utilize the EVOLV the electronic health record.
- 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 hours 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 Requirements

- Bachelor's Degree in Social Services, Psychology or Human Service Field(s)

- Experience in Social Services, Psychology or Human Service Field(s) preferred.
- Excellent written and verbal communication skills.
- High degree of proficiency with Windows and MS Word.
- Demonstrated ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

Must have Act 33/34 and FBI clearances and valid PA driver's license. Must be at least 21 years of age. PA Act 33/34 and FBI clearances required. EOE

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Every Day Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive and valued.

Holy Family Institute is an Equal Opportunity Employer