



Student Assistance Liaison

Program: Holy Family Institute Student Assistance Program

Reports to: Director of Behavioral Health Services

Location: School Buildings throughout Allegheny County and Emsworth

Hours: 10-month full time, 40 hours per week Monday – Friday

***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.*

MISSION AND NEED

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 Student Assistance Liaison to work with our contracted School Districts throughout Allegheny County. The Student Assistance Liaison is part of a program that utilizes a systematic process involving a team composed of professionals from various disciplines within the school and community agencies. The Liaison will be trained to identify nonacademic barriers to learning, and, in collaboration with families, strategize/advocate for services that will enhance the student's school success. The Student Assistant Liaison will provide consultation to teams and families regarding the need for referral to community-based assessment for mental health and/or substance use disorders.

Essential Duties and Responsibilities:

- Promotes the Mission and Philosophy of Holy Family Institute.
- Will attend specific training for Student Assistance Liaisons.
- Provide consultation on-site at schools and will work in conjunction with the SAP teams within the school district.

- Will provide services as outlined in the Letter of Agreement with each school district that the liaison serves.
- Provide regular communication to the SAP Coordination Team as well as attendance at all SAP meetings.
- Must maintain program certification through training provided by state and county approved trainers.
- Must have knowledge of child and adolescent mental health and substance use issues as well as crisis intervention and postvention procedures.
- Can engage with children, adolescents, and families to create therapeutic alliance.
- Is knowledgeable and able to implement suicide prevention strategies.
- Skilled in the assessment of children and adolescents.
- Is knowledgeable about community resources.
- Attends core meetings on a consistent basis.
- Demonstrates knowledge of child and adolescent behavior and development.
- Demonstrates ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.

Minimum Qualifications

- Bachelor's degree/Master's preferred in Mental Health, Addiction Counseling or Education
- Two-five years of experience as a SAP Liaison or in the Behavioral Health field
- Must have Act 33/34 and FBI clearances.
- Must have valid PA driver's license and unlimited access to a reliable automobile.
- High degree of proficiency with Windows, MS Word, PowerPoint, and Excel.

Physical Requirements:

- 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.

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 Everyday 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.