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**Position Title:** Healthy Families America Family Support Worker

**Location:** Family Center

**Position Summary/Goal:** The Healthy Families America Family Support Worker is responsible for initiating and maintaining regular (at least weekly) and long-term (up to five years) contact/support with families/ parents (prenatally and/or immediately after the birth of their child.) This activity will occur primarily within the family's home with visits lasting at least one hour. Interventions are strengths-based, family -centered, and directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support network,; and increasing the family's ability to problem-solve and assume the role of advocate for themselves and their children. The Family Support Worker delivers in-home parent education and child development services to the target population of families in Erie County with children ages 0-5 according to guidelines set by the funding source.

**Term of Employment:** 12-month, full time position (35 hours/week); non-traditional hours including evenings and weekends required; continuation of employment dependent upon annual grant funding renewal

**Salary:** \$32,500

**Reports to:** Healthy Families America Program Manager

**Education and Experience:** Bachelor's Degree in human services field; minimum of 3 years work experience in community-based programs/home visitation; ability to work collaboratively with varied partnership agencies; excellent verbal and written communication skills; demonstrated ability to work within programs featuring diversity among the workforce, as well as among the target population; proficient in curriculum implementation, program monitoring through data systems, and program evaluation methods.

**Clearances:** Must hold or obtain FBI, State Police (criminal history), and Child Abuse clearances

**Essential Skills:**

- Demonstrated ability to work with parents, students, educators and larger community
- Expected to be flexible in terms of scheduling and hours worked; no more than 70 hours/pay period
- Working knowledge of ESD policies, procedures, and organizational structure
- Practical experience in family and child development, including knowledge of community resources and referral systems, non-traditional family systems, particularly experience with families and/or adults who have not been successful with prior social service supports
- Able to work as a team member with a professional staff in shared office space
- Strong interpersonal skills/ability to relate to people with respect for their individuality; non-judgmental and experienced working with culturally diverse communities and families
- Able to maintain strict **confidentiality** in office/client matters
- Accurately maintain weekly reports and client records; task oriented; able to complete project tasks within a specific time frame
- Excellent writing and organizational skills, Basic workplace computer skills, including, but not limited to Microsoft Word, Excel, and web-based data entry practices.

Erie's Public Schools  
148 West 21<sup>st</sup> Street  
Erie, PA 16502-2834  
P: 814.874.6000

**Special Requirements:**

- **Physical Demands:** Physical requirements are the same as those encountered in the course of a typical professional office environment. Position requires the ability to lift program supplies, no greater than 40 pounds.
- **Work Environment:** Office-based, with extensive travel to various locations within Erie County, with occasional out-of-county travel to attend training programs and/or funding source meetings at the regional, state, and national level; must be able to operate Family Center/ESD vehicles; possess reliable, private transportation, have a valid PA Driver License, and excellent driving record.

**Essential Duties and Responsibilities:**

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor.

- Recruit families through outreach activities and referrals from area hospitals, social service agencies and schools
- Model appropriate parent-child interaction
- Complete preliminary family assessments to determine needs, identify problem areas, and systemic barriers
- Facilitate delivery of services by providing in-home parent education, child development screening and education services, involve families in appropriate services and programming at the Family Center and in the community, and arrange for transportation to services and area providers as necessary
- Attend weekly staff meetings and required training programs/supervision as necessary for HFA program credentialing, certification and to recertify annually
- Attend 3 weeks of initial training as well as ongoing training that may require out-of-state travel.
- Complete appropriate and timely documentation of all contacts and services provided through the Family Center
- Support adults (through referral and intensive case management) to achieve self-sufficiency, including education, employment, job retention skills
- Provide appropriate referrals and follow-up for children with developmental delays or other special needs
- Implement evaluation procedures and documentation to be used in making recommendations for program/service changes
- Submit reports and records according to program requirements for due dates
- Assist Family Center staff and participate in extra parent-child activities as assigned
- Assist ESD/Family Center to achieve program goals

**Evaluation:** Conducted annually by HFA Program Manager and Family Center Supervisor

**INTERESTED APPLICANTS SHOULD SUBMIT A COVER LETTER AND RESUME, NO LATER THAN 3:30 P.M. JUNE 17, 2015, TO THE HUMAN RESOURCES DEPARTMENT, 148 WEST 21<sup>ST</sup> STREET, ERIE, PA 16502.**

**APPLICANTS MUST HAVE A BACKGROUND CHECK AS REQUIRED BY STATE LAW ACT 34 EFFECTIVE 1/86, CHILD ABUSE HISTORY CLEARANCE EFFECTIVE 7/96 & ACT 114 F.B.I. FINGERPRINT CHECK.**

POST: 8:00 AM JUNE 4, 2015  
REMOVE: 3:30 PM JUNE 17, 2015

THE ERIE SCHOOL DISTRICT DOES NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES BASED ON RACE, SEX, HANDICAP OR BECAUSE A PERSON IS A DISABLED VETERAN OR VETERAN OF THE VIETNAM ERA. THIS POLICY OF NON-DISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973, AND THE AMERICANS WITH DISABILITIES ACT. INQUIRIES MAY BE MADE BY CONTACTING THE ERIE SCHOOL DISTRICT, 148 WEST 21ST STREET, ERIE PA 16502, (814) 874-6080.