Job Description: Family Support Specialist

Purpose: meeting with families during pivotal transition times, helping them to think through and plan for upcoming life needs and work through what is needed to get to the next point in life. Helps identify concerns, hopes and fears; guiding them to a plan and goal for moving forward.

Part-time up to 28 hours a week. Schedule will be set with candidate chosen.

Duties and Responsibilities

- Meet with individuals or families individually
- Helps find resources, identify barriers
- Develop actions and outcomes based on the situation
  - Short (now) term, Mid (within 1 to 2 years), Long (5 years)
- Works in partnership with other team members to develop a comprehensive plan
- Ability to maintain timeframes within appointments (if for 1 hour, then stay at 1 hour)
- Ability to keep accurate records and case notes and prepare reports as needed.
- Respectful of families and their role, while working towards what’s best for the individual needing services
- Familiarize self with available community resources and know how to access services appropriate to needs of client.
- Become a Life Course Ambassador and learn to utilize and teach families how to use the tools
- Coordinate workshops and groups

Required functions:

- Bachelor’s degree or 2 years experience in related field of expertise
- Extensive knowledge of PA Intellectual and Developmental Disabilities systems and resources.
- Able to work independently
- Able to communicate well both verbally and written
- Detailed person with strong organizational skills
- Predictable and reliable attendance
- Professional demeanor in dress and attitude
- Able to maintain confidentiality
- Able to maintain composure when facing differing points of view
- Pleasant and professional personality
- Work collaboratively with other members of the team
- Excellent spelling, grammar and writing skills
- Able to shift gears quickly and handle multiple responsibilities
- Criminal and Child Abuse Clearances

Status: Part-time, nonexempt with the expectation of working up to 28 hours per week. Evening hours will be required.

Benefits: as per the Employee Handbook

Reports to Executive Director