

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

TITLE: Family Development Specialist

REPORTS TO: Family Center/ASPIRE Supervisor

JOB SUMMARY: Collaborates with families in identifying strengths and needs, develop family goals and objectives, and devise plans to work toward those goals. Engages in home visits, initiate referrals to agencies, and coordinates agency involvement.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Conducts home visits to identify family participants and acquaint families with the program.
2. Assesses family strengths and needs.
3. Makes appropriate referrals to agencies as necessary, monitor provision of service, and follow-up.
4. Advocates for appropriate and responsive services for family and family members.
5. Provides translation, interpretation of services for families as needed.
6. Facilitates a parent support group and provide appropriate transportation.
7. Conducts workshops and in-service programs for community and parent groups.
8. Participates in professional seminars to enhance and improve skills and abilities.
9. Provides appropriate child development and neuroscience information to the families that participate in the parent/teacher program.
10. Helps parents develop and improve their observation skills, and increase their feelings of confidence and competence as a teacher of their children.
11. Helps parents increase their knowledge of child development, and provide opportunities for parents to apply knowledge.
12. Recruits families to be foster parents.
13. Testifies in court in reference to various family cases as needed.
14. Performs other duties as assigned by Supervisor.

QUALIFICATIONS: Two (2) years experience as in human services field. Bachelor's degree in the human services field or related field necessary. Some experience with social services agencies and family systems is preferred. Ability to effectively speak and write in English and Spanish.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office environment. Subject to inside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

COGNITIVE ABILITY: Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

SPECIFIC SKILLS: Must possess computer skills and ability to operate various technology equipment and various office equipment.

CLASSIFICATION: Support staff; Noninstructional Meet and Discuss 12 month classification. Cabinet Code – E.

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)

