Family Support Director

Angels’ Place, Inc. invites applications for the **Family Support Director**. Angels’ Place, Inc is a non-profit organization that provides comprehensive family support services and quality early childhood education to help families break the cycle of poverty and reach their full potential.

A successful **Family Support Director** will:
- build strong connections with families served to provide a supportive learning environment that focuses on the total development of the child and parent.
- endorse the mission and values of Angels’ Place.

**Responsibilities**

- **Family Support Program**
  - Meets one on one with parents to provide therapeutic support
  - Complete Intake and Family Service Plan with each new client
  - Connect families to resources and services in community as needed
  - Facilitate and coordinate weekly parent education meetings
  - Collaborate with Teachers and Education Directors to make goals for families
  - Coordinate with outside agencies to provide services for enrolled children

- **Community Resource and Referral**
  - Build new and existing community partnerships for the purpose of client recruitment and organizational partnerships
  - Create and maintain yearly resources and referrals calendar to connect regularly with other non-profits and partner agencies

- **Team Collaboration and Support**
  - Implement special projects, trainings, and staff development that promote social/emotional health of the organization and all program participants
  - Support staff in collecting and organizing data for Family Support Program to be used for funding and partnership opportunities
  - Build relationships which foster sharing knowledge of child development, reflective practice, solution-oriented interactions, coaching staff in utilizing methodologies
  - Regularly attends Angels’ Place leadership team meetings and provides input and updates to all administrative staff
  - Adheres to all agency policies and procedures, including child care licensing regulations.
  - Works with other staff members to form a positive supportive team atmosphere

**Qualifications**

- The ideal candidate would have a Master's Degree in Social Work, Counseling, or related field (with current license preferred) with 5+ years’ experience working with at-risk families, knowledge of child development, developmentally appropriate practice, mental health issues and community resources.
- Key Skills:
  - **Individual Counseling Skills**: Skilled in ability to support emotional and behavioral health and well-being. Promote healthy problem solving skills.
Family Support: Understanding of family systems and diverse needs
Early Childhood Experience: Experience in an early childhood setting, with family and/or play therapy preferred.
Community Outreach: Creates strong dynamic working relationships with all stakeholders
Strong Relational Skills: Excellent interpersonal and leadership skills and an ability to work with limited supervision.
Strong Organization Skills: Able to multi-task, and can manage time to meet frequently changing deadlines in a fast-paced environment
Strong Computer Skills: Including Microsoft Office (Word, PowerPoint, Access, Excel, Outlook), the internet and social media.

- Ensures confidentiality of privileged information and follows ethical standards.
- Willingness to work flexible hours that may include evenings and/or weekends
- Maintains a professional appearance, attitude and work behavior at all times.
- Must be able to lift up to 50 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.
- Generally works in office setting with no exposure to adverse environmental conditions.
- Valid driver's license and access to an automobile. Must be available to travel to community outreach, courts, schools and other meetings and sites as needed.
- Such additions and alterations to the above qualifications as the Program Administrator and Board may find appropriate and acceptable.

Benefits

- A unique opportunity to make a real impact on the lives of children and parents
- A supportive environment which values developmentally appropriate and reflective practice
- Childcare discounts for employee children (ages 0-5)
- Paid vacation time and sick/personal days
- Free meals/parking
- Education and Training Opportunities
- Benefits package available

Send cover letter and resume to angelsplacepittsburgh@gmail.com. EOE.