Job Summary

Entry level position will provide support to families and staff by transporting clients to and from appointments, supervising visits between children in foster care and their biological family members and teaching parenting and/or daily living skills. Demonstrates a significant level of independence/job functioning. Works in collaboration with other STAR team members.

Job Relationships

Responsible To: Manager or Designated Supervisor

Workers Supervised: None

Qualifications

Education: High School diploma or GED required. Associates degree in relevant field preferred.

Licensure: None

Certification: None

Clearances: Act 73 FBI, Act 34 Criminal Clearance, Act 33 Child Clearance For this position clearances must be obtained period to start date.

**Clearances must be obtained within 30 days of hire in order to continue active employment.

Training and Experience: Minimum of two years experience working with children and families in diverse settings is required. Previous work-related experience and/or understanding of basic parenting skills and child development required. Previous experience with child welfare preferred.

• Basic computer skills
• Excellent organizational skills
• Ability to effectively communicate verbally and in writing
• Ability to manage conflict
• Ability to relate well to individuals with challenging personalities
• Ability to relate well to individuals with disabilities
• Ability to adapt to schedule changes
• Act 33/34 Clearances
• FBI Clearance
• Valid, current driver’s license and personal automobile liability insurance with a minimum of $300,000 combined single limit coverage
• Approval to verify driving history at the time of authorization and annually; approval to verify insurance coverage at the time of authorization and semi-annually
• Reliable automobile with current inspection
• Ability to meet physical and mental requirements of the job

Job Responsibilities

- Collaborates with Permanency Specialist to coordinate family appointments and travel arrangements
- Transports clients to and from appointments, visits, and meetings as needed
- Collaborates with Permanency Specialists to conduct family assessments
- Assists in implementing interventions identified in relevant service plans
- Supervises visits between children and authorized adults and their biological family members
- Teaches life skills/parenting skills in the home or community setting as needed
- Assists in linking families to formal and informal community resources
- Provides verbal and written feedback in a timely manner to Permanency Specialist and Resource families following all visits, as well as written documentation for case file
- Attends, participates in, and when called upon, testifies at all relevant meetings and hearings for assigned cases as necessary
- Complies with office protocol requirements including record keeping, logging, and documentation
- Assists in maintaining files in accordance with Project STAR policy, contractual requirements and DPW regulations
- Attends and contributes to relevant Project STAR staff and team meetings
- Works to maintain professional competence and skills through continuing education and supervision
- Maintains Family Visitation room and assists with upkeep of Family Visitation Center.
- Adheres to policies and procedures pertaining to client and family transportation
- Establishes and maintains collaborative working relationships with referral sources and other social service agencies involved in the provision of service to children and families
- Consistently demonstrates a working knowledge of all funding and referral source policies/protocols
- Participates in the development of client service plans and assists Permanency Specialist in the writing of monthly reports noting client progress

Employment Application

Employment Application (201 KB)

Submit cover letter, resume, application and salary requirements

Linda Allen
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Fax: 412-420-2299

No phone calls, please. Resumes and cover letters will only be accepted in PDF format if sent via email. You may also fax them to the number above. The Children's Institute of Pittsburgh is an Equal Opportunity Employer.