Great Lakes Behavioral Research Institute
Job Description
For
Family Caregiver Development Specialist

Incumbent(s): Rachelle Das
Department: Allegheny County Department of Human Services
Division: Area Agency on Aging
Location: 441 Smithfield Street Pittsburgh, PA 15222
Reports To: Bureau Chief APCM

Summary

The Family Caregiver Development Specialist is responsible for the FCSP program, its overall operation and day to day functioning, as well as the expansion of program development and support for family caregivers throughout Allegheny County. In addition, the Family Caregiver Development Specialist supports a diverse range of services including the development and identification of caregiver resources within the community; providing information to caregivers about available services; assistance to caregivers in gaining access to services and organization of support groups and caregiver education. A valid driver's license and access to a reliable vehicle are required for local travel.

Essential Duties and Responsibilities

- Manages the FCSP program and ensures maximum utilization for the benefit of consumers.
- Develops and provides various and diverse family caregiver resources, assistance and supports for the AAA network and its consumer base.
- Acts as a subject matter expert at conferences, fairs, discussion groups and within community grassroots organizations.
- Develops family caregiver based outcomes, measures and standards; best practice models and measurable goals.
- Explores evidence based family care giving practices, including the design, modification, acceptance and execution of evidence based practices.
- Prepares written recommendations for the AAA on potential and ongoing family caregiver projects and initiatives.
- Collects, interprets, analyzes and summarizes information to be used as a basis for executive action.
- Assures adherence to administrative program benchmarks through the development and analysis of computer database reports.
- Researches opportunities to better educate and inform family caregivers about Aging services and programs.
- Develops proposals for innovative projects and discretionary funds in support of the department's mission and mandates not funded by traditional sources.
- Plans and convenes a large multi-agency and support services conference for family caregivers.
- Works collaboratively with other DHS program offices to improve service delivery to consumers. This may include, but not be limited to: MH/MR, Housing, Forensics, etc.
- Creates and oversees the family caregiver advisory board.
Supervisory Responsibilities

This job has no supervisory responsibilities

Additional Responsibilities

From time to time the employee will be required to perform additional tasks and duties as required by the employer.

Knowledge, Skills and Abilities

- Detailed knowledge of technical terminology and principles such as Microsoft Office; including, but not limited to: Word, Excel and PowerPoint and the importing and exporting of data.
- Ability to speak in public settings and to convey information in a clear and concise manner.
- Ability to initiate and develop projects and resources with considerable autonomy and independence.
- Knowledge of principals and practices of public administration and human services.
- Knowledge of general principles of government, public accountability and the integration of these requirements into measurable outcomes for family caregivers.
- Ability to gather, assemble, correlate and analyze facts and devise solutions to administrative problems.
- Ability to comprehend family caregiver program goals, objectives and operations and to relate these to administrative analysis.
- Ability to develop and evaluate new administrative policies and procedures.
- Ability to apply and interpret local, state and national departmental policies and procedures.
- Ability to establish and maintain effective working relationships with other administrative officer and the public.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience Requirements

Bachelor’s degree in business, public administration, leadership, marketing or a related field, plus previous experience with program development and knowledge of community services and organization highly desirable.

-OR-

Any equivalent combination of education and experience that meets the required knowledge, skills and abilities.

Certificates, Licenses, Registrations

Act 33 and 34 clearances.

Prepared By: April Flanigan    Approved By: _________    Revision Date: 6/24/2010

Above statements are intended to describe general nature and level of work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.
Valid driver's license and access to a reliable vehicle.