FAMILY SUPPORT DIRECTOR JOB POSTING

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:
• Endorse the mission, vision and values.
• Build on the heritage and strengths of the organization to provide a supportive learning environment that focuses on the total development of the child and parent.
• Possess excellent communication skills and represent the organization at community events and meetings.
• Work constructively as part of the Leadership and Administrative Team to ensure effective educational operations, resolution to problems that arise, and proactive responses to opportunities.

Responsibilities
• Family Support Program
  o Meet one on one with parents to provide therapeutic support.
  o Complete Intake and Family Service Plan with each new client.
  o Connect families to resources and services in community as needed.
  o Facilitate and coordinate weekly parent education meetings.
  o Collaborate with Teachers and Education Director to make goals for families.
  o Coordinate with outside agencies to provide services for enrolled children.
• Community Resource and Referral
  o Build new and existing community partnerships for the purpose of client recruitment and organizational partnerships.
  o Create and maintain yearly resources and referrals calendar to connect regularly with other non-profits and partner agencies.
  o Elevate the organization within the community.
• Team Collaboration and Support
  o Implement special projects, trainings, and staff development that promote social/emotional health of the organization and of all program participants.
  o Support staff in collecting and organizing data for Family Support Program to be used for funding and partnership opportunities.
  o Build relationships which foster sharing knowledge of child development, reflective practice, solution-oriented interactions and trauma-informed practice.
  o Coach staff in utilizing above methodologies.
  o Regularly attend and participate in leadership and administrative team meetings and provide input and updates to all staff.
  o Adhere to all agency policies and procedures, including child care licensing regulations.
  o Work with other staff members to form a positive supportive team atmosphere
• **Strategic Plan Implementation**
  o Develop and maintain a network with social and educational providers in the community, overseeing and directing outreach to attract families and partners.
  o Provide strategic direction to staff to ensure that long and short-range planning, are undertaken in an effective and efficient manner and in keeping with the goals established by the Board of Directors.

**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:
  o **Individual Counseling Skills:** Skilled in ability to support emotional and behavioral health and well-being. Promote healthy problem-solving skills.
  o **Family Support:** Understanding of family systems and diverse needs.
  o **Early Childhood Experience:** Experience in an early childhood setting, with family and/or play therapy preferred.
  o **Community Outreach:** Create strong dynamic working relationships with all stakeholders.
  o **Strong Relational Skills:** Excellent interpersonal and leadership skills and an ability to work with limited supervision.
  o **Strong Organization Skills:** Ability to multi-task and can manage time to meet frequently changing deadlines in a fast-paced environment.
  o **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. Required to work and travel between multiple sites. Must be available to travel to community outreach, courts, schools and other meetings as needed.
• Such additions and alterations to the above qualifications as the Executive Director and Board may find appropriate and acceptable.

**Benefits**
• A unique opportunity to make a real impact on the lives of children, parents and the community.
• A supportive environment which values a strength-based, developmentally appropriate, reflective practice, including a trauma-informed approach.
• Child care discounts for employee children (ages 0-5).
• Paid vacation time and sick/personal days.
• Free meals/parking.
• Education and Training Opportunities.
• Comprehensive benefits package available.

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