JOE DESCRIPTION

CUA STRENGTHENING FAMILIES SPECIALIST

POSITION SUMMARY: The Strengthening Families Specialist (SFS) is responsible for promoting the Center for the Study of Social Policy’s “Strengthening Families™, a Protective Factors Framework” throughout the CUA service region. They are part of the CUA Community Team, and actively support the community through the development of family protective factors to support the safety, permanency and well-being of children, youth and families.

EDUCATION/CREDENTIALS:

- Bachelor’s in Social Work or related field, including, but not limited to, sociology, psychology, counseling, criminal justice, education, divinity or public health administration. Candidates with a degree in an unrelated field require a minimum of three years experience working in child, youth, and family serving systems and an approved waiver from the Department of Human Services.
- PA Criminal Background Check, Federal Bureau of Investigation Clearance, PA Child Abuse Clearance, medical verification.

EXPERIENCE:

- At least two years experience working in a community-based human services program.

SKILLS:

- Strong knowledge of the communities and organizations within the CUA region;
- Ability to effectively engage and work with diverse community groups;
- Strong interpersonal skills;
- Ability to clearly and effectively communicate verbally and in writing;
- Ability to collaborate and work as part of a team;
- Conflict resolution skills;
- Strong organizational and time management skills;
- Proactive – ability to prioritize and manage multiple projects simultaneously;
PHYSICAL DEMANDS/WORK ENVIRONMENT:

- Routine social service office and community environment for children and adolescents. Employee may be involved in de escalating client behaviors using approved techniques. Ability to independently utilize routine office equipment.
- Ability to independently travel outside of agency.
- The physical demands and work environment described is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to work flexible hours, including evenings and weekends when necessary.

POSITION RESPONSIBILITIES:

- Work as part of the Strengthen Families team to develop, implement, monitor and refine a plan for establishing the Strengthening Families Framework throughout the CUA service region.
- Utilize tools and resources provided through the Center for the Study of Social Policy’s Strengthening Families Framework to enhance adaptation and utilization of the model across all aspects of the CUA and related services.
- Serve as a resource to the CUA Case Management Team on the utilization of the Strengthening Families Framework.
- Participate as part of the CUA Community Team to identify, conduct outreach, and secure community locations to hold Parent Cafés, Family Team Meetings, and other community events as necessary.
- Plan, coordinate and implement Parent Cafés throughout the CUA region, ensuring access to diverse communities, residents and parent groups (e.g. parents of young children, parents of teens, parents of special needs children, fathers, grandparents raising grandchildren, etc.) throughout the service area.
- Ensure that the CUA provides the designated number of Parent Cafés, meeting at the designated frequency, in accordance with CUA Practice Guidelines and DHS standards.
- Provide direct support to “host” parents, participants and stakeholders to ensure the sustainability of Parent Cafés throughout the CUA region.
- Maintain data, including, but not limited to, recruitment/outreach efforts, community contacts, attendance at Parent Cafés, “host” parents, etc., and provide reports and analysis as requested.
- Create sustainable family and community partnerships with the wide range of community groups, providers, stakeholders, etc. to support the integration of the Strengthening Families Framework into the community.
- Actively partner with the CUA Director of Quality Assurance to ensure that the wide range of CUA network providers integrate the Strengthening Families Framework into the work they do with children and families.
- Participate in all trainings and meetings on the Strengthening Families Framework and community engagement provided by the Department of Human Services.
- Perform the duties and responsibilities of the Positive Parenting Program (Triple P) with fidelity.
- Keep their certification up to date with the requirements of Triple P International
- Maintain a caseload of families within CUA to execute the Positive Parenting Program
- Meet monthly with peers and practitioners to discuss Triple P

Contributing to the team.

- Participate in regular meetings with staff to ensure priorities are clear, coordination is good and communications are open. Develop additional methods for ongoing effective communication
- Cooperate and communicate as a multi-discipline staff team member through formal meetings, informal consultations and committee participation.
• Model traits of a responsible team member, executing job responsibilities, open communication, good follow through; supports team members to do the same.
• Responds promptly to the concerns and interests of the clients, parents, guardians, funding entities and other staff.

Trauma informed behavior

• Demonstrate commitment to being trauma informed and maintaining a therapeutic community that promotes safety and nonviolence as the basis for all we do with clients/students and staff.
• Adhere to the Seven Sanctuary Commitments in all aspects of employment; Nonviolence, Emotional Intelligence, Social Learning, Open Communication, Social Responsibility, Democracy, Growth and Change

Administrative activities

• Ensure compliance with all Wordsworth’s policies and procedures, including confidentiality and reporting suspected abuse in accordance with policies and procedures.
• Follow all documentation requirements, reports are complete, thorough, timely and follow prescribed format.
• Prepare and delivers reports to outside agencies as appropriate; ensures reports are maintained in an accessible manner.

The above statements describe the general nature of the work being performed by the individual assigned to this position. This is not intended to be an exhaustive list of all responsibilities and duties. Employees may be directed to perform job-related tasks other than those specifically described in this description. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I understand the position responsibilities.

Employee Name: ____________________________

Please Print

Employee Signature: ____________________________ Date: ____________

Supervisor Signature: ____________________________ Date: ____________

Cc: employee