

Asociación Puertorriqueños en Marcha

Job Description

Department: Human Services
Program: Community Umbrella Agency
Position Title: Strengthening Families Worker
Supervisor: CUA Team Lead
Status: Full Time

JOB SUMMARY:

This research based, evidenced-informed approach to practice is central to the community-based emphasis of Improving Outcomes to Children (IOC) and uses community programs to enhance protective factors for children and families. The Strengthening Families Worker encourages participants to make “small but significant change” that support resilience, access to concrete goods, connection, parental knowledge, and social/emotional capacity. Using the Strengthening Families Worker, CUA and CUA Community Liaison will initiate “Parent Cafés” that provide an opportunity for caregivers of all types with a location to which they can find a support network.

JOB REQUIREMENTS:

1. BA/BS in Human Services or a related preferred
2. Proficiency in English and Spanish preferred.
3. One year of general clerical experience preferably in human or social service setting with experience in community organization.
4. Strong organizational and time management skills..
5. Familiarity with the dynamics of diverse populations in low income areas
6. Demonstrated written and oral communication skills
7. Demonstrated ability to work independently and as a team.
8. Ability to set priorities in critical situations.
9. Strong Customer Service insight.
10. Must demonstrate genuine empathy and concern for individuals as indicated in our corporate vision, mission and values statements. Culturally sensitive to the needs and diversities of multi-cultural communities.
11. Knowledge of community resources and ability to work as a team member
12. Practices good customer service skills in all working relationships.
13. Experience facilitating public meetings, and other public forums.
14. Strong interpersonal skills, respectful, and courteous nature.
15. Strong writing and oral presentations skills.
16. Able to work a minimum of five (5) eight (8) hour shifts per week.
17. An applied understanding of social work ethics and confidentiality.
18. Skills in typing, basic computer operations, Microsoft, PowerPoint, Excel.
19. Knowledge of social services, child welfare and family systems services.

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20. Able to work independently, demonstrating good judgment and prioritizing.
21. Must be accurate and detail oriented.
22. Ability to attend evening and weekend community events and meetings.
23. Maintain a high degree of discretion dealing with confidential information.
24. Must have a valid driver's license.
25. Must pass a physical exam.
26. Criminal Background check, child abuse clearance, FBI background check, vehicular and traffic checks (PA Driver Information) and recent physical.

KEY COMPETENCIES:

- Planning and organizing
- Critical Prioritizing of urgent matters
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Time Management

THE DUTIES AND RESPONSIBILITIES HAVE BEEN EXPLAINED IN FULL DETAIL. I UNDERSTAND THEM AND THE RESPONSIBILITIES INHERIT WITH THIS POSITION AND WILL ABIDE BY ITS DICTATES. I FURTHER UNDERSTAND THAT ALL DOCUMENTS AND INFORMATION THAT I COME ACROSS ARE CONFIDENTIAL AND SHOULD ONLY BE DISCUSSED WITH THOSE WHO WORK IN CONJUNCTION WITH THE PROGRAM/DEPARTMENT.

Strengthening Families Worker

Date

Supervisor

Date