



Community Empowerment Association, Inc.

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## JOB ANNOUNCEMENT

**Title:** Family Intervention & Prevention Specialist  
**Reports to:** Director, Children & Youth Services  
**Areas:** Safe Passage Prevention and Intervention Afterschool Program  
**Status:** Full-Time  
**Submit:** Resume and cover letter via email to: [adavis@ceapittsburgh.org](mailto:adavis@ceapittsburgh.org)

### Job Summary

The Family Prevention and Intervention Specialist is required to enhance social and academic success for students and their families through a coordinated case management & providing access to resources & opportunities. Consequently, this position requires an individual to know the Allegheny County schools, districts, and resources (both in the schools and the community)-Included but not limited to the Pittsburgh Public Schools, and the Mon Valley, as well as being familiar with Children, Youth & Families. The F.I.P.S. must be able to connect youth & families to institutions that can strengthen protective factors & mitigate risk factors. The F.I.P.S. must possess strong oral and written communication skills and professional posture to ensure rapport enhancement between youth, their families and systems. In addition, the F.I.P.S must be able to monitor documented contacts, write service plans, create lesson plans and facilitate group workshops and make appropriate referrals for youth (and other family members) to help youth and families achieve their fullest academic and social potential.

### Responsibilities include, but are not limited to:

- Facilitate daily group workshops and activities
- Create activity budgets
- Develop strategies and activities to augment participant educational experiences
- Meet with Program team weekly or as needed to discuss program goals & objectives
- Maximize the appropriate use of other CEA programs for youth in program
- Make regular contact with youth
- Make regular contact with family members, natural supports and other service providers
- Make regular contact with the schools and educational supportive resources
- Make appropriate internal & external referrals to services
- Maintain regular contact with CYF Caseworkers if applicable
- Develop and maintain a rapport with all stakeholders
- Responsible for participants are signed in each day

- Record all contacts
- Assist in the development and maintenance of service plans
- Assist participants with improving academic performance
- Participate in regular staff meetings
- Perform record keeping and regular file reviews
- Other duties required by employer

### **Job Expectations**

- Leadership abilities (cooperative, flexible, direct, team player, etc.)
- Leadership skills in team building efforts
- Able to coordinate schedules
- Able to work independently
- Excellent communication (writing, speech and professional presentation) skills
- Able to plan, organize and manage time
- Able to document information in a timely manner
- Identify gaps in supports and services
- Strong team working abilities
- Strong academic competency preferred for grades 1-12, especially in reading and math
- Knowledge of school systems, administration and resources
- Knowledge of community resources
- Classroom management
- Ability to engage and mentor young people
- Strong case management skills
- Ability to assess and creatively educate youth with multiple learning styles

### **Requirements**

- Three to five years experience working with youth and community based programs  
-OR- any combination of training and experience
- Driver's License and Insurance
- Act 33 and 34, and FBI clearances

**The above statements are intended to describe general nature of work being performed by people assigned to this job. They are not limited to all duties and responsibilities associated with it.**