

FAMILY SERVICES POSITION DESCRIPTION

Position Title: Project Assistant

Employee

Reports to Director of Behavioral Support Services

Summary

Family Services' positions require employees to maintain certain skills and characteristics to perform job tasks successfully. These characteristics include flexibility, the ability to work independently, the ability to work in a team environment, and the ability to maintain confidentiality. A willingness to do whatever it takes to get the job done while maintaining the highest level of professional integrity is also required. This means following workplace policies and procedures, following supervisory directives, and changing work assignments as deemed necessary by management. Effective time management skills are essential to performing multi-task functions in an efficient manner. The ability to communicate effectively both in oral and written form is vital. This facilitates collaboration with clients and a wide range of other programs and agencies. Effective communication skills also result in meeting the documentation requirements of various funding sources. Finally, Family Services stresses ongoing learning and professional development as well as openness to supervisory feedback.

This position requires the ability to respond to various differences among the agency's clientele and staff, including but not limited to economic, ethnic, religious, sex, age, and disability status. Workers should be sensitive to any and all differences. Employee must possess a capacity for appropriate assertiveness skills, as well as good relationship skills which allow for dealing with staff/clients under stress.

Position requires a commitment to Family Services' mission to strengthen families as the ideal nurturing environment for people, empowering individual members to grow. Employee acts in accordance with the Social Work Code of Ethics.

Provides direct services necessary to support successful implementation and delivery of Opioid Misuse Prevention Project and coordinates with funding source and related agencies. Strong organizational skills and the ability to prioritize his/her workload is needed. Additionally required is the ability to work independently and within the team environment, time management, and proven success to perform multi-task functions in an efficient manner.

This is a possible five year grant funded position.

Examples of Tasks Performed and Work Assigned

1. Supports the implementation of Life Skills Training within Erie's Public Schools Middle Schools.
2. Supports the implementation of Strengthening Families Program within Erie's Public Schools Middle Schools
3. Coordinates all logistics for trainings, meetings, securing needed materials.
4. Serves as a facilitator for Strengthening Families Program.
5. Interacts with students and their families.
6. Maintains excellent communication with Project Coordinator and Director with regard to program needs.
7. Participates in all required training, planning, and communication with stakeholders and funders.
8. Builds and maintains a supportive relationship with schools, staff, students, and families.
9. Keeps proper, accurate, and timely documentation as required by both funding source and agency.
10. This position may require flexibility in working hours to include evenings.
11. Engages in activities geared toward program promotion and to coordinate for program needs.
12. Participates in individual, peer and overall agency supervisory and staff development activities.
13. Interacts with primary, external and internal customers of the agency, school, and community in such a manner that the customer experiences increasing quality; participates as a member of a Quality team.
14. Performs other duties as assigned.

Required Education/Experience

Bachelor's degree in a human services field and experience in managing projects, facilitating training, data collection, and data entry are required. Proficiency in working within grant funding is desired.

Employee Signature

Supervisor Signature

Date

Date

June 2019