



Employment Opportunity

Location of Job:	Olean, New York
Employer:	Parent Education Program, Inc.
Program Name:	Healthy Families Allegany/Cattaraugus
Job Title:	Family Support Specialist
Description of Duties:	Responsible for initiating and maintaining regular home visits with eligible families in Allegany & Cattaraugus Counties. Conduct regular assessments, provide positive parent-child interaction and family/child health & development; assisting families with goal planning to enhance family functioning, while making referrals, advocacy, follow-up and overall service coordination with other providers. Strengthen fatherhood component.
Hours:	8:00 a.m. – 3:30 p.m. Monday through Friday with flexibility to accommodate evening and occasional weekend visits and/or program activities.
Salary:	\$29,000 annual 35 hours/week
Minimum Requirements:	Must have High School Diploma/GED; some experience working with or providing services to children and families; an ability to develop trust relationships; acceptance of individual and cultural differences; knowledge of community resources; knowledge of infant & child development; Valid Driver's License. Must pass background check.
Preferred Requirements:	Associate Degree preferred but not required. Strong computer, time management and documentation skills.
Contact Information:	Submit resumes to: HFAC Program Director @ hfac14760@yahoo.com
Deadline for Resumes:	February 10 th , 2022