



Help Network of Northeast Ohio, Inc.

Job Posting

Position: Parent Family Specialist-Trumbull County

Qualifications: Bachelor degree in Human Services Field. Employee must possess good communication and writing skills. Will complete the Hotline Crisis Intervention Training. Must also be proficient with computer and know Word and Excel Programs. Employee should have a strong understanding of services to the Special Needs population in Mahoning County. Employee will be able to work autonomously with some supervision.

Accountability: Answers to Associate Director.

Degree of Supervision: Meets with the above individual on a regular basis.

Responsibilities:

1. Assists to create, maintain, and continuously update a central information/referral base for families with children with special needs. Also provide information for the website.
2. Networks with providers in the counties that provide these services. Will visit with these providers as needed. Will attend meetings, support groups etc. to increase knowledge of resources in the community.
3. Assists to provide access to resources and supports to families and children either through telephone communication, email, community events and face to face when necessary.
4. Works as part of a team with co-workers in adjoining county as well as other staff when necessary.
5. Assist to maintain marketing brochures and media outlets.
6. Stay current regarding opportunities for Financial Assistance.
7. Work with any local support groups, and maintain a good business relationship with these groups.
8. Stay current regarding all transportation services available.
9. Become familiar with and maintain a good working relationship with any local camps.
10. Provide medication assistance for families and caregivers.
11. Report all unusual and accidents according to agency procedures.
12. Participates in Agency health and safety practices and drills.
13. Attends all scheduled staff meetings, supervision meetings, management team meetings and committee meetings as designated.
14. Upholds all Agency policies, confidentiality, procedures and regulations; supports mission and philosophy of the Agency, maintains professional appearance and demeanor at all times.
15. Maintains harmonious relationships within and outside the Agency in conducting Agency business.
16. Maintains an understanding of cultural competency and diversity.
17. Ability to travel around the region, access to a car is required.