



**ANNOUNCEMENT OF
OPEN POSITION**

**POSTED INTERNALLY:
AUGUST 22, 2019**

POSITION: FAMILY DEVELOPMENT ADVOCATE
LOCATION: COUNTY SOUTH FAMILY RESOURCE CENTER, TULLY
RESPONSIBLE TO: FAMILY RESOURCE CENTER COORDINATOR
PAYGRADE: 3/NONEXEMPT

QUALIFICATIONS:

- A minimum of 6 months of experience in social work or a related field, including experience working with families and children at risk.
- Some college experience helpful.
- Knowledge of resources available in Syracuse and Onondaga County to assist families in crisis.
- May be required to work flexible hours including evening and weekends.
- A current New York State driver license with a clean driving record and reliable transportation is required.
- Must have or commit to Family Development Credential training within one year.

RESPONSIBILITIES:

1. Provide multi-services offered by PEACE., Inc. and other local, state and Federal agencies either directly or on a referral basis to area residents.
2. Provide home-based services to identified families using the family development approach.
3. Develop case management plans and maintain family service records. This will be supported by participating in case conferencing on a regular basis with other staff.
4. Participate with Family Resource Center staff in establishing and implementing community development plans and activities with youth and their families, Neighborhood Advisory Council meetings and daily operation.
5. Assist Coordinator with community outreach and recruitment of volunteers. Attend various community events as requested by Coordinator.
6. Complete all reports as required on timely basis by report deadlines.
7. Participate in training programs which relate to specific job responsibilities (i.e. Family Development Credential training).
8. Monitor and track hours of all volunteers, community service workers, experience work and Jobs Plus workers, interns or any other in-kind services.
9. Adhere to relevant health and safety policies and procedures.
10. Maintain confidentiality of all information.
11. Perform all other duties as assigned.

The information contained herein is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, essential functions, responsibilities or requirements. EOE/AA/M/F/D/V