



Agency: Gwen's Girls, Inc.

Position: Youth Development Specialist (Full-time)

Location: Northside, Penn Hills and Clairton

Hours: 12pm – 8pm M-H; 9am – 5pm F; some weekends

Requirements: Bachelor's degree in Human Services, Social Work, Education or related field and a minimum of two years working with at-risk children and families and facilitating groups. Strong problem solving, interpersonal relationship and communications skills necessary. Must demonstrate an understanding of and respect for the cultural diversity of clients, volunteers and staff throughout the provision of services.

Act 33 & 34 and FBI Clearances, good driving record, valid driver's license, reliable vehicle and proof of insurance per policy. May be required to provide transportation support.

Essential Functions:

1. Creates a safe and productive environment for group work. Facilitates and assists with the coordinating, planning and the implementing of group activities.
2. Assesses and documents individual and group behaviors in a timely manner.
3. Establishes a caring, nurturing relationship with each assigned client and partners with the client's family through ongoing face-to-face contacts.
4. Works cooperatively with the client, family, school and other stakeholders to develop and implements individualized service plans (aka, pathway plan) to help clients build targeted skills and reach established goals.
5. Works cooperatively with the care team to assess when additional support services are required.
6. Completes home visits with families according to identified level of need. Reviews and reassesses service plans at least quarterly on each client. Maintains visits as required per policy and compliance standards.
7. Maintains ongoing communication with referring agency, school and all other outside resources on behalf of Gwen's Girls and our clients.

Equal Opportunity Employer