**INTERNAL POSTING**

**Position**: Incredible Years Supervisor/facilitator-Fulltime

**Reports to**: Erie Family Center Director

**Schedule**: Non-traditional hours as assigned to assist with

family visits/ some evenings and weekends

**Description**: The Incredible Years Supervisor is responsible for co-facilitating home visits and groups that target families with children ages 5-12. The supervisor is also in charge of all the administrative documentation to support the program which includes but is not limited to, budgeting, payroll, report writing, and reporting to funders. The Supervisor will also oversee creation of all documentation to be used for the Incredible Years programming.

**Additional responsibilities include, but are not limited to:**

* Expected to be flexible in terms of scheduling and hours worked; no more than 70 hours/pay period
* Available to work flexible and non-traditional hours, including nights and weekends as assigned
* Attend weekly staff meetings and trainings as assigned
* Accurately maintain weekly reports and client records
* Ability and willingness to testify in Court regarding client participation and progress, if needed
* Submit reports and records according to program requirements for due dates
* Be able to organize individual schedule, paperwork, program materials, and office space
* Maintain confidentiality and non-judgmental attitude toward clients
* Assist Erie Family Center in achieving program goals.

**Other information:**

* The individual selected for this position will work a non-traditional flexible schedule and some weekend work may be required.
* Salary will be dependent upon the individual’s qualifications and experience.
* Full time benefits including medical, vision, dental and paid holidays will be provided by the Erie Family Center.

**Requirements:**

* Completion of Incredible Years Evidence based Training in School Aged Basic and Advanced Parenting Program preferred but willing to be trained will be considered.
* Practical documented knowledge in family and child development, including non-traditional family systems, is preferred.
* Previous group cofacilitation preferred
* Responsible for coordinating transportation and childcare services for the families to attend groups.
* Responsible for making and confirming scheduled appointments for services to families.
* Able to work as a team member with a professional staff in shared office space.
* Able to maintain **strict confidentiality** in office/client matters and follow HIPPA guidelines.
* Must be able to work effectively with families in all types of settings.
* Responsible for collecting and implementing data for program reporting and record keeping
* Possess excellent communication and organizational skills.
* Ability to prioritize and work independently.
* Proficient in Microsoft Word, Excel, PowerPoint, and program-specific data entry programs.
* Knowledge of local service agencies.
* Successful clearing of criminal background check and child abuse history; FBI fingerprint background history.
* Able to operate Family Center vehicles.
* Access to reliable, private transportation.
* Valid PA driver’s license and clean driving record.

**Experience:**

* Documented experience of 3 years working with children and families.
* Practical knowledge in family and child development, including non-traditional family systems, is preferred.

**Education:**

Bachelor’s Degree in Human Services or related field preferred. Preference given to those with prior experience or involvement with families and children involved with social service supports.