



## THE MORNING CALL

### Careers

Community Services for Children, Inc. is a leader in early childhood education and human services in Northeast PA. Community Services for Children is a government-funded non-profit organization employing over 400 individuals. Please apply to one of our positions below to join our team and strengthen your community.

#### Our Vision

Engaged communities where every child thrives and every family succeeds.

#### Our Mission

Prepare young children and their families to succeed in learning and in life through innovative, comprehensive, leading-edge services.

#### Our Values

Excellence: Visionary leadership and mission driven commitment to achieving the highest standard of service.

Inclusion: Embracing uniqueness of each person and advancing diverse voices, experiences and backgrounds by creating a true sense of belonging.

Equity: Access to opportunity, fairness and resources necessary to ensure every individual's success.

Integrity: Acting in a way that demonstrates honesty, accountability, and responsibility for all that is in our care.

Connection: Authentic relationships with individuals, partners and the community.

### Board Diversity, Equity and Inclusion Statement

*Community Services for Children is an Equal Opportunity Employer. This Agency shall not discriminate in its human resource practices, in any aspect of employment, program implementation or program participation because of race, sex, creed, color, national origin, ethnicity, age, disability, sexual orientation or transgender status.*

*In accordance with the Americans with Disabilities Act of 1990, CSC will not discriminate in employment and public accommodations based upon disability. CSC will be proactive in the recruitment, hiring and development of members of protected classes and people with disabilities and will provide “reasonable accommodations” (as determined by CSC, on a case-by-case basis).*

## Job Openings

### **Family Specialist**

**Pay Rate: \$19.99/hour**

**Hours per week: 40**

**Weeks per year: 52**

**Location: Fairless Hills, PA**

Community Services for Children is Seeking individual with strong customer service skills for a rewarding career as a Family Specialist to support the Early Learning Resource Center (ELRC). The position will assist families seeking Early Learning information and opportunities that will ensure their children’s future success by providing friendly, comprehensive customer services and program implementation according to all regulations. Provide local resources, referrals, and determine eligibility for Child Care Works and other early learning programs. We are a large, well-established, high performing organization located in the heart of the Lehigh Valley. Selected as a 2015, 2017, and 2020 Top Workplace, CSC is a leader in early childhood education.

### **Work Environment:**

**Community Services for Children requires all staff members provide proof of COVID-19 vaccination as a condition of employment. We want to create the safest workplace possible and protect children and families. This is also necessary in order to comply with President Biden’s mandated vaccination guidance for all Head Start/Early Head Start programs. Candidates who are selected for this position will have to meet the COVID-19 vaccination condition of employment.**

**A \$500 monetary incentive will be paid to newly employed Community Services for Children staff members who start work after June 1, 2021. The \$500 payout will be paid upon successful completion of probation.**

**Community Services for Children is offering a onetime \$75 COVID-19 vaccination incentive for newly hired staff members who are able to show proof of receiving the COVID-19 booster vaccination. The payout will be paid upon successful completion of probation.**

**Job Description:**

- Provide excellent customer services to families of young children seeking information and opportunities that will meet their children's healthy development throughout the region.
- Meet with families in a variety of community settings to conduct a needs assessment and provide all related information and referrals to ensure a system of comprehensive and efficient access to services.
- Conduct daily program activities of Family Services, handling any/all inquiries, referrals and assistance to ensure an efficient, effective, and customer-friendly operation.
- Accurately conducts all program processes in a timely manner, maintaining stated timelines, updating all status elements, ensuring full compliance with all regulations, performance standards and best practices.
- Assist families to completion of applications for Child Care Works program and provides application information for all publicly funded early learning programs.

**Requirements**

- Associate's degree required in social work, business admin, early childhood/human services, or related field.
- Ability to help customers and colleagues' problem solve and achieve goals in a consistently friendly, informed manner.
- Ability to use required databases, software, other technology, and including tracking and reporting systems relevant to job.
- Strong oral and written communication skills.
- Bilingual English/Spanish preferred.

**Benefits:**

- Full time.
- Low cost/rich benefit plans
- Paid leave for vacation, sick, and personal days.
- Thirteen paid holidays.
- Agency sponsored 401k retirement plan.