



JOB ADVERTISEMENT:

JOB TITLE: TRUANCY PREVENTION COORDINATOR

DIVISION: FAMILY ENGAGEMENT SERVICES

SUMMARY STATEMENT:

The Truancy Prevention Coordinator is responsible for meeting with identified students and their families to develop a plan on how to increase school attendance, decrease tardiness and increase academic performance. The Truancy Prevention Coordinator engages families to prepare, organize and set a plan aimed at improving the student's attendance. The Truancy Prevention Coordinator cooperates with school officials, community partners, natural supports, and service providers.

RESPONSIBILITIES:

- Utilizes a strength based approach to engage families.
- Coordinates services with Pittsburgh Public Schools.
- Conducts phone calls and home visits with families.
- Identifies community resources, programs and other services for families.
- Consults and cooperates with community systems to facilitate linkage, referrals and follow up on the progress of the family meeting their goals.
- Maintains a high level of ethical conduct regarding confidentiality and professionalism.
- Maintains well-documented case files.
- Travel will be required throughout Allegheny County.

QUALIFICATIONS:

- Bachelor's Degree in social science, education or related fields, or 2-3 years' experience working with children and families.
- Act 33, 34 and FBI clearances needed.
- Basic working knowledge of the Pittsburgh Public school system and the Pittsburgh Promise program.
- Strong written and verbal communication skills required. Final applicant will be required to compose a writing sample on site.
- Reliable vehicle, valid PA driver's license with excellent driving record, insurance and registration required.

SALARY: Commensurate with experience, plus benefits package.

TO APPLY: Please forward cover letter and resume to career@macedoniaface.org

Include the title of position you are applying for in the subject line.

Veterans are encouraged to apply.