

**PCCEO
EMPLOYMENT OPPORTUNITY**

JOB TITLE: Family Development Specialist
DEPARTMENT: Head Start
FLSA CLASS: Exempt/Full-Time
REPORTS TO: Family Development Coordinator

JOB SUMMARY: The Family Development Specialist will support the Family Development Coordinator with recruitment, coordination and follow up of services for Head Start families including but not limited to: parent engagement activities, personal development, specific health related services and self sufficiency programming through the provision of services for Head Start parents and their children as required by performance standards and related contents for the Head Start Program.

RECOMMENDED REQUIREMENTS:

- BA/BS or equivalent work experience in social service or human development field:
- Two (2) years Case Management or equivalent experience in social service or human development field
- Proficient office skills in data entry and use of Microsoft Office
- Demonstrates flexible and efficient time management and ability to prioritize workload;
- Ability to work collaboratively, act innovatively and embrace change;
- Excellent communication and presentation skills
- Ability to maintain a high level of confidentiality

Submit your application or resume to Patti Scott:

By mail: 711 W. McBean Street, Peoria, IL 61605

By email: pscott@pcceo.org

By applying on-line: www.pcceo.org

By applying on INDEED.com

**PCCEO IS AN EQUAL OPPORTUNITY
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