

Family and Community Partnership Coordinator

Time: 40 hours per week, 12 months per year

Salary Range: Depends on education & experience

Benefits: Health Insurance (health, dental, vision), Life Insurance, vacation, sick leave and education reimbursement

Responsible to: Support Services Manager

Job Description: The Family and Community Partnerships Coordinator functions as the content specialist in the areas of family partnerships and parent involvement. The Family and Community Partnerships Coordinator works to develop partnerships and collaborations in the community to expand the agency's capacity and to ensure that the most current developments in research and practice are integrated into the agency's services to families and parents. As part of Support Services, the Family and Community Partnerships Coordinator participates in developing agency plans, monitoring and assessing program performance, and planning and carrying out staff training, and mentoring of the family advocates.

The responsibilities of the Family and Community Partnerships Coordinator include, but are not limited to the following:

- Advocate with community agencies on behalf of CAPE families to insure that needed services are available.
- Represent CAPE in community organizations that provide services to children and families such as the Livermore Community Needs Committee, working in coordination with these groups to maximize access to community services.
- Keep management staff informed of the status of Family Partnerships and unmet needs in the program and community.
- Assist in the preparation of the annual Program Information Report (PIR).
- Participate in the agency planning process, including the development of the Family Partnership and Parent Involvement portion of policies and procedures.
- Monitor agency Family Partnership, parent involvement activities, and all areas of family services.
- Prepare monthly reports.
- Provide resources and support to Family Advocates.
- Provide training to staff as needed.
- Identify needs for parent training; develop, and implement training plan.
- Encourage parent participation in the program.
- Coordinate the agency's family literacy activities & parenting curriculum series.
- Plan and coordinate agency wide family activities.
- Familiarity with Child Plus
- All other duties as assigned

Qualifications:

Bachelor's degree (BA/BS) in social work, sociology, psychology, and 5 years of Head Start Family Services experience; or a Family Development Credential and 5 years of Head Start Family Services experience.

Experience:

- Knowledge of and experience with a broad range of Tri-Valley community resources and agencies, particularly in the areas of social services, health, nutrition and mental health
- Knowledge of needs and problems of low-income families and demonstrated ability to work effectively with them.
- Experience with and ability to work effectively with ethnic, linguistic and cultural minorities.
- Knowledge of principles and techniques of training as well as demonstrated ability in this area.
- Demonstrated organizational skills and ability to follow through on assignments.

Other:

- Possessions of a valid CA driver's license, reliable transportation and valid vehicle insurance.
- Computer skills, including ability to use Microsoft word/Windows and Child Plus
- Bi-lingual skills desirable (Spanish/English, Farsi/English)

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands and fingers; handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear, and taste or smell.
- Ability to lift and carry up to 20 pounds frequently, and/or up to 50 pounds occasionally.
- Specific vision ability required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The work environment characteristics involve a moderate amount of noise.
- Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.