



Wild Plum Center For Young Children and Families Job Description

Position: Family Services Coordinator

FLSA Status: Exempt

Hours Worked: Monday – Friday, occasional evenings and weekends, 32 hours a week, 42 weeks a year

Approved On: 1/20/10

POSITION SUMMARY AND DEFINITION

The Family Services Coordinator manages the day-to-day operations of the organization's family services provision in the preschool program. These functions include supervising case management services to families, hiring, training, conducting child behavior observations, working with teachers and mental health counselor to solve classroom behavior problems, referral resource development, program monitoring and reporting. The Coordinator ensures compliance with laws, rules, regulations, and performance standards in applicable family services content areas.

REPORTING RELATIONSHIPS

Supervision Received: Direct supervision provided by Family Wellness Director

Supervision Exercised: Provides direct supervision to Program Specialists

ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Wild Plum Center retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Provide ongoing supervision of the preschool family services team including performance management and expectations
- Monitor service provision in the family services content area including home visits, resource referral, case files, documentation tracking, and family partnership agreements
- Conduct annual performance appraisals including professional development plans
- Recruit, hire and train Program Specialist staff
- Develop relationships with community agencies for the purposes of resource referral
- Conduct classroom observations of children with behavior issues

- Provide classroom social emotional behavior interventions, as appropriate
- Provide consultation to classroom staff on strategies to address behavior issues
- Conducts parent support group focused on developing parental relationships and community
- Develop annual report of effectiveness of family services provided including number of services provided and self-sufficiency rating
- Establish and maintain efficient and effective record-keeping systems for self and staff
- Create and implement annual family services and community partnership work plans

ADDITIONAL DUTIES

- Participate in the development of organizational goals and systems
- Participate as a member of the shared leadership team that provides effective program planning, evaluation and management throughout the organization
- Attend occasional evening meetings, as necessary
- Maintain confidentiality and standards of conduct according to policy
- Safeguard the assets of the organization
- Perform related duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Education and Experience: Any combination of education and experience equivalent to a BA degree in Psychology, Social Work or Child Development and two years experience in supervision required.

Special Qualifications: General knowledge of child social emotional development and family services required. Excellent computer and organizational skills required. Must have excellent interpersonal and coaching skills. Proof of TB test and required background checks must be completed. Bilingual skills in English and Spanish are preferred. Must have a valid driver's license and use of a reliable vehicle.

The Wild Plum Center is a tobacco and drug-free workplace that provides employment opportunities according to federal, state, and local laws. Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, national origin, age, disability, veteran status or any other characteristic protected by law.