



Please apply: <http://www.childrenfirst.net/career-opportunities/>



Position: Family Services Coordinator (FSC)
Grade/Salary: (3) 14.00 - 18.00 / Full Time / 40hrs /12 month
Location: Agency-wide
Reports to: Family Services Manager

Summary: The Family Services Coordinator is responsible for coordinating Children First ERSEA. This involves planning, monitoring and evaluating the ERSEA system, policies and procedures, including the enrollment and tracking of services provided in accordance with Head Start performance standards and Children First policies and procedures. This position also facilitates implementation of Families First Institute initiatives. This involves planning and implementing strategies for parent participation in FFI activities. Work is reviewed through regular coaching and feedback, annual performance reviews with supervisor, and inspections from the Department of Social Services, when applicable.

Education and Experience:

- **Minimum:** BA/BS in Human Services, Psychology or related field that includes coursework in the principles of social work, child development, counseling and/or Psychology, desired.
- Two years of experience in the family social services or education setting, including knowledge and experience related to community resources, desired.
- Specialized training/expertise in family services, desired.
- Experience in an early childhood environment, desired.
- Valid Driver's License and acceptable driving record – proof of auto insurance within agency limits, or access to transportation.
- Immediate/continued enrollment in the Criminal History Registry-Child Care Division.
- CPR and First Aid certification desired.

Day to day Responsibilities:

Coordinate the Children First ERSEA program and enrollment systems.

- a. Plan, design, monitor, and evaluate the ERSEA system, policies and procedures.
- b. Process enrollment applications accurately and timely, ensuring compliance with all relevant regulations and standards.
- c. Determine each family's eligibility in accordance with the Children First Prioritization Scale.
- d. Make decisions regarding applicant acceptance in accordance with Head Start and Children First performance standards.
- e. Ensure maximum enrollment of funded slots within 30 days of vacancy.
- f. Oversee processing applications for accuracy and timeliness.
- g. Maintain paper-based and Children Outcome Planning and Assessment (COPA) files on eligible children/families.
- h. Lead the annual Prioritization Committee to ensure the ERSEA Prioritization Scale continues to meet community and Children First needs.

Recruit families from throughout the county to participate in the ERSEA program.

- a. Organize, Monitor and conduct outreach and recruitment activities to encourage families to join the program.
- b. Distribute information about the program.
- c. Locate and arrange agency participations in community events to publicize the program.
- d. Collaborate with other community agencies to publicize the program.

Systems Management and Compliance Monitoring

- a. Analyze community assessment information to assist planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start (HS), Early Head Start (EHS), and Early Childhood Education (ECE) programs.
- b. Evaluate, design and monitor systems to process enrollment applications, including determination of eligibility and selection criteria. Complete and sign Eligibility verification form for all Head Start and Early Head Start eligible families.
- c. Provide input and solutions to develop and/or revise ERSEA systems, policies or procedures.

- d. Provide training to other Children First staff members on the ERSEA system, as needed.
- e. Maintain systems, database, files, etc. ensuring security of data.

Support Services

- a. Provide information, referral and coordinating efforts to link staff and families with appropriate child care resources.
- b. Oversee grants and scholarship funding for Early Childhood Education fee paying programs.
- c. Monitor and submit bills for payment to community partners for child care services, as needed.
- d. Submit monthly outcome reports to various departments.
- e. All other support services as needed

Facilitate Families First Institute Initiatives

- a. Recruitment
 - Work collaboratively with the FFI Manager and Family Advocates to recruit parents into FFI programs
 - Develop flyers for FFI classes
 - Internal and external distribution/dissemination of flyers
 - Attend community events; connect with community to build enrollment and awareness of FFI
- b. Enrollment
 - Receive registrations- make calls to families to finalize enrollment
 - Place follow up calls to welcome family and provide materials as appropriate to maintain engagement
- c. Coordination
 - Childcare- recruit and monitor child care for FFI classes
 - Food- arrangement of food for adults and children following agency protocols
 - Purchase needed materials to support FFI class curriculum delivery
 - Prepare printed documents in support of curriculum delivery- pre-/post surveys, evaluations, attendance sheets, etc.
 - Support program delivery as assigned- some nights and weekends required
- d. Reporting
 - Reporting of coordinator's efforts to FFI Manager
 - Data gathering: pre-/post-assessment, program evaluations, satisfaction surveys, attendance

Competencies (Knowledge, Skills, Abilities, and Physical Demands):

- Family and Social Services fields.
- Community resources available and where to find them.
- Principles, practices and objectives of Head Start Programs.
- Early Childhood education and intervention, desired.
- Speak, read and write English; bilingual in English/Spanish is helpful.
- Communicate, orally and in writing, with all levels of audiences.
- Manage time, stress and constantly changing situations; prioritize a complex workload.
- Solve problems and make decisions in a constantly changing regulatory environment.
- Translate theory and professional training into practical solutions.
- Deal with sensitive family situations in a non-threatening and professional manner.
- Collect/analyze data and make accurate reports and recommendations.
- Work cooperatively and collaborate with parents, staff and community partners.
- Work independently without intense supervision.
- Set and maintain professional boundaries with families.
- Use the computer – word processing, database, Internet and e-mail.
- Work varied working hours to accommodate the needs of the program.
- Lifts and/or moves up to 50 lbs.
- Kneels, stoops, bends, reaches and sits on floor to attend to children's needs.
- Sitting, with frequent driving for home visits.
- Moves quickly to respond to children who are active and need redirection to protect their and others' safety.
- Uses manual dexterity, reaches with hands and arms, stretches, and talks or hears.
- Responds both physically and mentally to emergency or crisis situations.

- Experiences variability in temperature, environment and noise.
- Experiences smells associated with toileting and children who are ill.
- Comes in contact with children who are ill and/or possibly contagious.
- Comes in contact with chemicals to clean and sanitize equipment and facility.
- Equal Opportunity Employer
- Drug-Free Workplace

Benefits:

- After 60 continuous days of employment: medical, dental, vision, **+more**
- After 90 continuous days of employment: personal time accruals
- Vacation time accruals after (1) year

Replies to: <http://www.childrenfirst.net/career-opportunities/>

941-954-8047 fax

Application Deadline: Open until filled