

Job Description

<u>Position:</u>	Family Engagement Coordinator
<u>Location:</u>	The Nurturing Center, 322 2 nd Ave W, Suite B&C, Kalispell, MT
<u>Supervisor:</u>	Executive Director
<u>Wage:</u>	\$16-\$18/hour DOE, Benefits explained by employer

Minimum Requirements

- Bachelor's Degree in early childhood, social work or related field preferred
- Minimum of 2 years of professional working experience in Human Services, Early Childhood Education, or a related field
- Ability to communicate effectively and demonstrate respect with people of various social and economic backgrounds
- Some travel may be required within Region 1 (Flathead, Lincoln, Lake and Sanders County)
- Must be willing to work flexible, non-traditional schedule including occasional nights and weekends.
- Must have a valid Driver's License.
- Must have reliable vehicle and provide current auto insurance coverage.
- Ability to lift 25lbs.
- Must be able to pass background check (Criminal, CPS, etc.)
- Communication, detail oriented, and organizational skills required.
- Must be able to work independently.

Program Duties

The individual assigned to Family Engagement has a focus on services for families. This position will work closely with the Family Services Staff, as well as the Providers Services Staff in supporting a family's needs, or referrals. The Family Engagement position will be responsible for services, such as but not limited to, the following:

- Support Parent Education Facilitator or facilitate parent education as needed
- Special Needs
- Services for the Homeless
- Vulnerable populations
- Referrals to community resources, childcare facilities, or other needs of clients
- Transition and advocacy
- Collaboration with the Early Childhood Coalition
- Collaboration with Child and Family Services
- Attend community meetings within Region 1
- Work with the Outreach Specialist on promotion of services
- Participate by strategic planning to improve or enhance services for the organization.
- Maintains confidentiality of providers, co-workers and agency. Does not share internal information with outside personnel, funders, providers, families, etc.
- Ensure the completion of grant reports or internal reports by required timelines and enter necessary data – perform tasks timely so data can be compiled and posted prior to deadlines.

- Review grant objectives and facilitate activities and tasks identified in various grants
- Ensures adherence to applicable federal, state, local, and program standards, policies, and/or procedures by keeping abreast of the requirements
- Establishes and maintains a relationship of trust and rapport with all community partners, stakeholders, and families

General Work Expectations

- Comply with all The Nurturing Center (TNC) Guidelines and Policies.
- Work cooperatively with the team and model the mission, vision, and values of the organization to co-workers, board and community.
- Build relationships with partner agencies, child care providers, and community.
- Submit time sheets by due date
- Behave as a courteous and responsible representative of TNC in interacting with other staff, the members of the Board of Directors and community members.
- Further promote TNC and its mission to community members, potential donors, clients, and policy makers, as directed or as opportunities arise.
- Engage in TNC community fundraising, special events and outreach activities.
- Meet deadlines, and accomplish goals and objectives in a limited amount of time
- Complete annual performance goals or other duties as assigned by the deadlines established
- Other duties as assigned.
- Attend and/or coordinate staff outreach events