



Title

Family Support Coordinator (Spanish/English or Cantonese/English Bilingual required)
Updated: 9/1/2020

Job Overview

The Family Support Coordinator will support families through provide case managements to parents/ caregivers of children, facilitate support group, gives information and referrals, conduct outreach, and other related work. They also promote family wellness and parent engagement in early child development. This position reports directly the Family Support Manager.

Essential Duties and Responsibilities

- Plan and implement family support programs in accordance with work plan and goals including parent workshops, community events, information and referral, and caregiver support group
- Provide case management, information and referral, and workshops to Chinese or Spanish speaking participants
- Conduct assessments that identify strengths and needs of individuals and families and implement these findings into individual service plans
- Plan, implement, and consistently evaluate service plans with participants to assist in housing, employment, financial, educational, family functioning and other needed services
- Support and facilitate weekly support groups including organizing guest speakers
- Responsible for some translation of intake forms, agency rules, announcements, and communication between families and staff
- Help outreach efforts including conducting outreach at public and private organizations, events, as well as updating outreach area/ materials
- Facilitate surveys and evaluations of family support programs, and works with colleagues to monitor progress for grant proposals and reports
- Work collaterally with onsite and offsite service providers to ensure comprehensive coordination of care for participants
- Facilitate/co-facilitate occasional workshops

Requirements

- Bachelor's Degree in Social Work, Human Services, Family Services, Counseling, or related field
- Bilingual in Chinese/English or Spanish/English required
- 2+ years of experience working with children and family services, including case management
- Excellent interpersonal communication skills
- Knowledge of early childhood education and intervention
- Familiarity with Microsoft Office and working knowledge of databases
- Strong organizational and administrative skills including familiarity with Microsoft Office and working knowledge of databases
- Able to work both independently and collaboratively
- Able to handle multiple tasks, great problem solving, mediation skills and commitment to the Agency's mission



Agency Overview

Family Connections is a thriving multicultural Family Resource Center with locations in the Portola and Excelsior neighborhoods of San Francisco. We are here to help develop strong, healthy families and to build our Portola and Excelsior communities. For over 25 years, Family Connections has provided opportunities for families of different backgrounds to work together cooperatively, sharing cultures, values, knowledge, and resources. We help families grow. Please visit us on the web at www.fccenters.org.

Physical I Requirements

Administration:

- requiring frequent sitting, typing and computer use
- occasionally requires pushing and/or pulling objects, lifting and/or carrying up to 25 lbs.
- requires the ability to frequently move about or remain seated depending on the task at hand

Compensation and Application Process

- \$22 - \$25 per hour, depending on experience and skills
- Fully paid employee health, dental and vision
- 13 holidays, 10 days' vacation and paid sick leave
- Extensive paid training and professional development
- To apply, email your cover letter and resume to: jobs@fccenters.org. Please, no inquiring phone calls or recruiters.

Family Connections is an Equal Opportunity Employer.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.