



Job Title: Family Support Coordinator (Cantonese/ English Bilingual)
Reports To: Family Support Manager
Location: Portola
Salary Grade/Range: \$23-25/hr, based on experience. Non-exempt, 40 hours per week full-time position.
To Apply: Email your cover letter and resume to jobs@fccenters.org with job title in the subject line.
Date: May 20, 2021

Job Summary

In accordance with Family Connections' mission and standards, the Family Support Coordinator works in partnership with parents/ caregivers, staff, and community agencies to build collaborative relationship and provide programs that support parents as they identify and meet their own goals, and nurture the development of their children in the context of their family and culture.

Essential Responsibilities

- Plan and implement family support programs in accordance with work plan and goals including parent workshops, parenting classes, caregiver support group, Parent Advisory Board, and community events
- Maintains awareness of and contact with community members and relevant community agencies; and provide information and referral
- Proactively plan and support outreach efforts to retain and recruit families, including attending public and private organization events, doing street outreach, and updating outreach area/ materials
- Responsible for some translation of intake forms, agency rules, announcements, and communication between families and staff
- Facilitate intakes, surveys, and evaluations of family support programs, and works with colleagues to monitor progress for grant reports
- Provide case management including assessments that identify strengths and needs of individuals and families and implement these findings into individual service plans
- Support with the coordination of on-site food distribution

Qualifications / Requirements

- Bachelor's Degree in Social Work, Human Services, Family Services, Early Childhood Education, Counseling, or related field
- Bilingual in Cantonese/English or Vietnamese/English required
- A minimum of two years related work experience working with diverse low-income families
- Excellent interpersonal communication skills
- Familiarity with Microsoft Office, working knowledge of databases and virtual program platforms including Zoom
- Able to work both independently and collaboratively
- Able to handle multiple tasks, great problem solving, mediation skills and commitment to the Agency's mission
- Familiarity with the San Francisco agencies and resources

Physical Demands

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 25 pounds and on occasion may require lifting/carrying a child or object up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.



Agency Overview

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.

Family Connections Centers is an equal opportunity employer and values diversity, inclusion and respect.

We welcome and strongly encourage applicants from all backgrounds.

All qualified applicants will receive consideration for employment.