



Job Title: Family Support Coordinator
Reports To: Family Support Manager
Location: Agency (Portola and Excelsior)
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: September 16, 2021

Essential Responsibilities

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. This position will focus on outreaching to and working with African American families.

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
- Facilitate intakes, surveys, and evaluations of family support programs, and works with colleagues to monitor progress for grant reports
- Conduct assessments that identify strengths and needs of individuals and families and implement these findings into individual service plans
- Support families in identifying and completing goals for Family Advocacy/Case Management cases
- Provide enhanced information and referrals to program participants
- Supports with outreach efforts for Kindergarten 2 College program
- Other duties as assigned by FCC Family Support Manager

Qualifications / Requirements:

- Bachelor's Degree in Social Work, Human Services, Family Services, Early Childhood Education, Counseling, or related field
- A minimum of two years related work experience working with diverse low-income families
- Experience working with African American community
- 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
- Working knowledge of databases
- 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.