



Job Title:	Bilingual Spanish Family Support Coordinator
Reports To:	Family Support Manager
Location:	Excelsior Center
Salary Grade/Range:	\$23 – \$25/hr (\$47,840 – \$52,000 /year), based on experience, full-time position with excellent benefits
To Apply:	Email your cover letter and resume to jobs@fccenters.org with job title in the subject line
Date:	November 9, 2021

Essential Responsibilities

In accordance with Family Connections' mission and standards, the Bilingual Spanish Family Support Coordinator works in partnership with parents/caregivers, staff, and community agencies to build collaborative relationships and provide programs that support caregivers as they identify and meet their own goals, and nurture the development of their children in the context of their family and culture. The position will support families, with a focus on Spanish-speaking families, through case management services to parents/caregivers of children, support groups, information and referrals, outreach, and other related work.

Essential Responsibilities

- Plan and implement family support programs in accordance with work plan and goals including parent/caregiver workshops, community events, information and referral, and caregiver support group
- Provide case management, information and referral, and workshops to Spanish and English-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
- 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; degree can be substituted with additional years of relevant professional experience
- Bilingual in Spanish/English required
- 2+ years of experience working in children and family services, including case management
- Excellent interpersonal and written communication skills
- Knowledge of early childhood education and intervention
- 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



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 our website: fcenters.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.