

**Families Moving Forward  
Partnerships and Programs Team  
JOB DESCRIPTION**

**1. Position Title: Children's Services Coordinator (CSC)**

**2. Immediate Supervisor Title:** Director of Partnerships and Programs

**3. Primary Areas of Service:**

The Children's Services Coordinator's responsibilities focus on addressing the needs of all the children at Families Moving Forward. This includes programming across the spectrum of all ages of children we serve. Current programming includes: developmental screenings by CC4C for children 0-5; volunteer-led activities (with programs developed by this position,) for six months through pre-K; for school age children we offer "study buddies" and would like to create more programming in the arts, physical activities and "support groups"; and this position is also expected to identify appropriate programming not yet in place for middle and high school students. Because most activities occur after school, evenings, and some weekends, primary work hours will be in the afternoon and evening, with some weekend work required.

**4. Specific Duties:** Specific Duties include but are not limited to the following:

**Children's Services:**

- Coordinate work with CC4C (and others as appropriate) in providing developmental screenings (ASQ-3) and social-emotional screenings (ASQ-SE) for ages 0-5. Track follow up to be able to report to management number of children screened, number referred out for additional services and to where, and whether those services are being received.
  - Identify if there are other interventions FMF can be implementing to improve the chances for our children being physically, mentally, and emotionally ready for school
- Children's enrichment and programming:
  - Facilitate Study Buddies every school night.
  - Develop flexible, age-appropriate activities for our volunteers to utilize with our 6 mo-preK children while their parents are in adult programming or house meetings (e.g., art projects, reading, cooperative games, "thinking" games, story- telling).
  - Pilot and roll out the PEACH program (Physical Awareness for Children who are Homeless).
- Work with the Community Engagement Coordinator to identify joint parent-child workshops to help parents bond with their children.
- Oversee Duke Engage students running 4-week summer camp.

- Develop summer programming to include enrichment for all children on Monday nights and as much fun and learning during the week as possible.
- Prepare educational activities and enrichment events related to seasonal themes (i.e. Black History Month, the 4<sup>th</sup> of July, Thanksgiving, etc.)
- Partner with the DPS Homeless liaison to provide tutors and other needed services for our school children.
- Work with the FSC's to help parents advocate for their children in school and daycare.
- Work with community partners to identify and implement strategies to address the socio-emotional needs of our middle school and high school population.
- Identify and teach or arrange for appropriate training for our volunteers relative to children's needs.

**Other:**

- Attend staff meetings.
- Attend community meetings as necessary.
- Provide facility coverage as assigned by Director of Partnerships and Programs.
- Host occasional tours of the agency.
- Complete employment time sheets every two weeks.
- Attend conferences/seminars/meetings as requested.
- Other duties as assigned by the Director of Partnerships and Programs.

**5. Work Guidelines**

- The employee receives guidance and instruction through periodic, scheduled conferences with immediate supervisor as well as impromptu supervision when needed. In the absence of the immediate supervisor, this employee will receive immediate guidance from the Executive Director or someone designated as acting in their behalf. In addition, this employee receives guidance and instruction through written procedures found in the *Families Moving Forward Personnel Manual*.

**6. Equipment Used**

- This employee will be expected to be able drive an automobile, including the agency's vehicles as necessary
- The employee will maintain a valid NC Driver's License.
- The employee will be expected to use normal office equipment, computer hardware and software, and other household appliances.

**7. Hazardous Conditions**

- This employee may be exposed to individuals with contagious diseases.
- This employee may encounter situations involving physically aggressive behaviors.
- Community living involves occasional issues with pest control.

**8. Schedule**

- This position is expected to work forty hours each week. A normal schedule will be 12:00-8:30pm M-Th and 9:00am-5:30pm on Friday (includes ½ hour break,) with a schedule adjustment if weekend work is required.

**9. Salary Range**

- \$32,000-\$44,000 per year depending on educational attainment and prior work experience.

**10. Benefits**

- An employee/employer health plan
- An employee optional retirement plan
- Access to dinner on most Monday-Thursdays

**11. Educational Requirements**

- Bachelor's degree required, Master's degree preferred. Must have demonstrated experience and success working with children. Must have degree and/or experience in education, early education, or a human service-related field.

**12. Professional Requirements**

***Commitment to children***

- Must have a passion for working with families with children.
- Ability to connect with children while maintaining appropriate boundaries
- Knowledge of trauma informed principles and ability to apply to all ages of children
- Firm but patient

***Experience with issues of poverty and homelessness***

- Knowledge and understanding of issues and dynamics within families in crisis relating to homelessness and poverty preferred.
- Desire to learn about homelessness and best practices in service delivery.

**Communication**

- Strong language and communication skills (written and oral).
- Ability to give presentations to small and large groups.
- The ability to communicate with volunteers, staff, and community partners.
- Ability to take a strengths-based approach with children and their parents.
- Desire to share the Families Moving Forward mission with the community.

**Commitment to service**

- Community service experience.
- Ability to work with people from diverse backgrounds.
- Commitment to Families Moving Forward's goals and mission.
- Enthusiastic and positive attitude toward helping others.

**Professionalism**

- Ability to work well independently and on a team.
- Maturity and good judgment in relating to co-workers, partners, and families.
- Ability to work with people from diverse backgrounds.
- Availability, dependability, and willingness to be flexible.
- Demonstrated ability to solve problems and think strategically.
- Enthusiastic and positive attitude toward helping others.
- Proficiency in MS Office software.

*To apply for this position: Please send cover letter and resume by June 16<sup>th</sup> via email to Catherine Pleil, Director of Partnerships and Programs at Families Moving Forward: [catherine@familiesmovingforwardnc.org](mailto:catherine@familiesmovingforwardnc.org). No phone calls, please.*