



Job Description

Strong Families Coordinator

Full Time Position

Overview:

Oversees the daily operations of the Strong Families Program, Intern Program, and Sunshine Committee. Assists with support of Safe Children's Program through participation as an On Call Supervisor and In Building Supervisor, as needed. Provides administrative oversight related to Strong Families programming, including database management, grant reports, statistical analysis and program evaluation. Reports to Director of Programming and supervises Family Specialists and Program Interns.

Essential duties:

- Strong Families Coordination
 - Coordinates and implements training for incoming Family Specialists with support from Director of Programming
 - Oversees creation and implementation of yearly Professional Development calendar
 - Completes Monthly Strong Families Programming Report in accordance with established timelines set by Director of Programming
 - Provides ongoing reflective, administrative, and data supervision to support Family Specialists growth as home visitors and professionals and successful completion of role responsibilities and expectations
 - Completes Crisis Nursery Evaluations for all Family Specialists in accordance with timelines established by organization
 - Reports any compliance, data completion, program support, disciplinary and scheduling issues to Director of Programming

- Paving Pathways Coordination
 - Assists in the overall coordination and support of the Paving Pathways Program
 - Oversees enrollment requirements and benchmarks in alignment with the ISBE Prevention Initiative funding standards and all other program funders; current and future
 - Coordinates and implements training for incoming Family Specialists with support from Director of Programming
 - Provides ongoing reflective mentorship to Family Specialists
 - Coordinates and Facilitates weekly reflective group meetings with Family Specialists
 - Participates in and reports back to the agency with relevant updates for coordination of enrollment and service among all community PI funded home visiting programs
 - Plans, markets and implements quarterly Paving Pathways outreach and recruitment events in collaboration with Family Specialists
 - Oversees development, implementation, and tracking of programming for parent child interaction groups

- Beyond Blue Coordination
 - Assists in the overall coordination and support of the Beyond Blue Program
 - Oversees enrollment requirements and benchmarks in alignment with the Champaign County Mental Health Board funding standards and all other program funders; current and future.
 - Facilitates Quarterly Beyond Blue Meeting and provides ongoing support to Family Specialists serving Beyond Blue clients
 - Provides data for monthly reports or upon request
 - Completes quarterly reporting for Champaign County Mental Health board
 - Oversees development, implementation, and tracking of programming for Parent Support Groups

- Intern Program Management
 - Assists in the overall coordination and support of Crisis Nursery's Intern Program
 - Participates in community meetings and outreach opportunities to support program awareness and recruitment.
 - Completes interviews, onboarding, and training of all interns with approval and support from Director of Programming and Executive Director
 - Maintains intern personnel files to ensure all required documentation has been received in accordance with DCFS licensing standards
 - Provides interns with required Supervision and/or oversees the Supervision Requirement compliance for Crisis Nursery staff who are supporting with Supervision of Interns
 - Determines, develops, and implements Intern program policies and procedures to ensure program is implemented efficiently and quality is sustained with oversight from Director of Programming and Executive Director
 - Collaborates with Safe Children's Coordinator to ensure program is managed efficiently and effectively.
 - Communicates with all Crisis Nursery staff regarding Intern program updates and adjustments
 - Completes Monthly Intern Report in accordance with established timelines set by Director of Programming

- Organizational Support and Involvement
 - Assists in the overall coordination of Crisis Nursery's Sunshine Committee with support from the Safe Children's Coordinator
 - Serves as an On Call Supervisor to support Safe Children's Staff when supervisory staff are not in the building
 - Acts as In Building Supervisor as necessary to support increased supervisory coverage of the building and offer needed in person support to Crisis Nursery staff
 - Attends Crisis Nursery Leadership meeting regularly with communication regarding the status of all assigned duties
 - Participates and supports efforts of Crisis Nursery Marketing and Development team when applicable

Position Qualifications:

- Education and Training:

- Master's degree in Social Work, Human Services Field, Child Development, or Early Childhood Education from an accredited school or equivalent and two years of full-time experience in a human services setting required.

- Experience:

- Three to five years work experience with children, at least two of which are in institutional or other residential group care programs or equivalent
- One to Three years of experience with database management.
 - Experience with New Org Database preferred
- Two to Three years serving in a supervisory role
- On Call Experience Preferred

- Knowledge:

- Advanced knowledge of Early Childhood Development Principles and Practices
- Advance knowledge of Home Visitor Role and Responsibilities
- Advanced knowledge of Database Management
- Advanced knowledge of MS Word, Excel, Outlook and PowerPoint
- Advanced knowledge of Trauma and Trauma Informed Care
- Intermediate knowledge of Diversity, Equity, and Inclusion Principles and Practices
- Intermediate knowledge of Early Childhood Laws, Regulations, and Licensing
- Intermediate knowledge in Staff Training and Supervision
- Basic knowledge of Principles of Continuous Quality Improvement
- Basic knowledge of Program Evaluation

- Skills:

- Leadership and Interpersonal Communication Skills
- Identifying and Managing Measurable Goals and Objectives
- Conflict Management and Resolution
- Verbal and Written Communication
- Problem Solving and De-Escalation
- Cultural and Linguistic Sensitivity
- Honoring Confidentiality
- Time Management
- Organization