

Family Connections Coordinator/ School Readiness Expansion Grant

Definition:

Under the supervision of the Administrator for Resource Development, The Family Connection Coordinator (FCC) works to provide opportunities for supporting parents/caregivers to nurture their child's development through home visitation-based services and works to increase coordination and communication between and among school, ECE, and others to establish "whole" ECE service systems which comply with Fresno County's First 5 Commission Strategic Plan.

Essential Duties

Responsibilities and duties include, but are not limited to the following:

1. Coordinates, plans, supervises and implements an effective, developmentally appropriate, relationship-based, home visitation service for families of children 0-5, enrolled in the home visitation program.
2. Responsible for the operation of the project for compliance with regulations and for communication with the required agencies or personnel
3. Coordinates, plans and implements an effective parent education program relevant to the 0-5 population
4. Assess improvements in the parent-child nurturing behaviors and parent knowledge of child development (pre & post)
5. Provide a safe, nurturing, positive experience for families in the program
6. Communicate with parents regarding individual needs of their families
7. Facilitate and coordinate monthly parent workshops that incorporate parent and child together time
8. Provide training, supervision and evaluation of project staff through weekly meetings.
9. Attend home visitation sessions with staff on a weekly basis to provide individualized coaching for home visitation staff.
10. Complete required reports and records
11. Facilitate on-site enriched child care to children birth to age five while parents attend the monthly workshops
12. Plan, facilitate and coordinate annual Kindergarten camps using the Kindergarten Camp Recommendations established by the First 5 Fresno Best Practices in Early Care and Education Position statement.
13. Facilitate quarterly ECE Team meetings with identified ECE partners
14. Act as School Readiness resource and referral base for the surrounding community
15. Attend regularly scheduled county-wide School Readiness Coordinator Meetings
16. Attend, plan and facilitate the Family Connections training/meeting series held monthly
17. Perform other duties as assigned

OTHER DUTIES:

1. May be required to work afternoon; evening and /or weekend hours
2. Travel locally with own vehicle and insured with minimal liability insurance

Qualifications:

Knowledge of:

1. Early childhood development theory and programs as well as an understanding of the goals and objectives of the First 5 Family Connections – School Readiness Expansion Project
2. Pre-school and early childhood development programs and practices.
3. Program administration, instructional process, behavior management techniques, and evaluation procedures.

Ability to:

1. Perform all of the duties of the position efficiently and effectively.
2. Develop program elements and activities, which meet the standards set by the state and district.
3. Provide guidance and developmental experiences for both parents and children enrolled in the program.
4. Analyze situations and develop and implement effective responses.
5. Organize, plan, and prioritize duties in order to meet schedules and timelines.
6. Supervise and lead other staff in a manner that encourages high morale and efficiency.
7. Operate standard office equipment including a computer (word processing and email).
8. Communicate effectively in English and Spanish in order to interact with First 5 Family Connections children, parents and staff.

Education: Candidate must possess:
BA or MA in Early Childcare Education.

License or Certificate:

Certified in First Aid and CPR.
CA Driver's License

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds such as boxes of books and teaching material. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information. The employee will frequently interact with the public and other staff.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work is performed mostly indoors with some outdoor work.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.