

## **Court and Community Care Coordinator**

**CLASSIFICATION:** Non-exempt

**WORK SCHEDULE:** Part-time, 27-29 hours per week

**PAY/SALARY:** TBD

**LOCATION:** Dallas, OR

Family Building Blocks (FBB) is accepting applications for a part-time **Court Community Care Coordinator** that will work in Dallas. This position offers prorated benefits which includes medical, dental, life insurance, and other generous benefits.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

### **Primary Purpose**

The **Court and Community Care Coordinator** at Family Building Blocks facilitates enrollment and coordination of the Court and Community Care (CCC) program. This includes primary responsibility for assuring that day-to-day activities associated with the CCC services such as intake of new children, child transitions, assisting parents with processes of signing in and out, creating and supporting safe and nurturing relationships with children; providing appropriate guidance and supervision of children and modeling appropriate and best practices. Promotes CCC services to other families who could benefit from the service.

This position requires flexible schedule to meet the needs of the program and will require travel to other sites to attend meetings and trainings as needed.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Every position is vital to ensuring the highest level of services are delivered to our children and families. Regular attendance is expected of all employees as a normal condition of employment and each employee is responsible for being present every day at the scheduled time.*

#### **45% Coordination of Court and Community Care program**

- Ensure that paperwork is complete before children access Court and Community Care (CCC)

- Communicate expectations and guidelines with adults dropping children off at care
- Actively manage enrollment, reservations, and waiting list to access CCC
- Open communication to Court, Academy Building staff, and other community providers about availability and openings
- Follow safety protocol and procedures to ensure staff and children are safe at all times.
- Check in and check out children as they arrive and depart from care, ensuring that the identification matches emergency from that are provided.
- Handle situation crisis/emergent situations that arise.
- Problem-solve issues and challenges as they arise, independently and with some assistance of program supervisor.
- Update and review policy and procedures to ensure safety and best quality of services to of young children while in our care.
- Participate as a member of the Mid-Valley Court Care advisory committee.

#### **45% Classroom/childcare**

- Work in a partnership with the Court and Community Care Teacher to provide direct early childhood developmental education services to children and families in the following ways:
- Meet the needs of all children of diverse needs and abilities.
- Implement and support activities that promote the social, emotional, physical, and cognitive development of infants and toddlers, while respecting the parental and cultural influences of the family.
- Create schedule for the day, prepare activities.
- Encourage children's active exploration, cooperation, collaborative problem solving, and appropriate socialization interactions with adults and children.
- Prepare classroom materials to support learning.
- Assist with general maintenance of classrooms and assist with tasks to maintain high quality early childhood environment.
- Use effective supervision and monitoring skills for children; promote health and safety at all times.
- Take the lead in responding to crisis or emergency situations that may occur.
- Communicate with parents to provide consistent messages and information.

#### **5 % Data Entry**

- Collect attendance sheets and accurately enter in data
- Submit report monthly and quarterly timely to Program Director and Court and Community Care Implementation Team.

#### **5% Other related Activities**

- Provide an atmosphere that promotes inclusion and supports volunteers and student interns' involvement in the classroom.
- Support the work of FBB volunteers and interns as an integral part of program services

- Assist in the maintenance of materials, equipment and classroom supplies including preparation/clean up, and laundry. Assure general upkeep of office space, and classroom.
- Support in the staffing of transportation related activities.
- Attend required training, staffing and meeting activities
- Assist as needed and/or assigned to related activities such meal distribution, communicating additional information to parents etc.

### **Minimum Education and Experience**

- AA/AS degree from an accredited institution with a major in early childhood education, child development, or related degree **OR** Step 8 on the Oregon Registry **OR** Completion of 15 credits (quarter system) **OR** 10 credits (semester system) of training from an accredited institution in early childhood education **OR** child development, elementary education, or special education and a commitment to complete a professional development plan within the first year of employment.
- At least six months of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant and/or toddlers/preschool age children.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Contribute to a positive and professional atmosphere at Family Building Blocks and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.
- Ability to work effectively in a team environment and promoting positive, forward thinking, and a strength-based culture.
- Experience working and providing support to high risk families while adhering to program policies and standards.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Must be creative, flexible, able to juggle multiple priorities, exercise good judgment.
- Strong problem-solving skills and ability to stay calm in a busy environment.
- Must have excellent written, verbal, and interpersonal communication skills.
- Possess computer skills, to include use of internet, email, and data entry (Microsoft Office) and ability to learn new programs required for the position.
- Supports multiculturalism by treating all people with dignity and respect and not engaging
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Must have Pediatric First Aid/ CPR card and Food Handler's card within 30 days of employment.
- Possess a valid Oregon Driver's license, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry and/or Oregon State Police Criminal Records.

### **Preferred Education and Experience**

- Associate' degree in Early childhood or related field
- At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of infant/toddlers
- Bilingual English/Spanish

### **Additional Requirements**

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect" (Must be a minimum of 2 hours training) or ability to complete within 30 days of hire.

**APPLICATION DEADLINE: Open until finalists are selected.**

### **HOW TO APPLY**

If you would like to apply for this position please submit your resume, cover letter, and education documents to [jobs@familybuildingblocks.org](mailto:jobs@familybuildingblocks.org).

Employment offer is **contingent** upon completion of an Oregon Child Care Division Central Background registry and fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. ***Benefits for this position are prorated.***

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.