

## Family Outreach and Court Care Coordinator

**CLASSIFICATION:** Non-exempt

**WORK SCHEDULE:** 40 hours per week

**PAY/SALARY:** TBD

**LOCATION:** Dallas, OR

Family Building Blocks (FBB) is accepting applications for a full-time **Family Outreach and Court Care Coordinator** that will work in Dallas. This position offers full 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 **Family Outreach and Court Care Coordinator** at Family Building Blocks works to engage and recruit families in Marion and Polk counties by providing parenting education, hosting/participating in community events, court and community care and playgroups. Developing and maintaining strong collaborations with community partner organizations and connecting families and children to the services that we provide is a crucial function of this position.

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.*

#### **35% Family Outreach and Recruitment**

- Attend and engage families directly at community events and health fairs in various locations.
- Develop, advertise, and engage families through parent-child playgroups, parenting classes, and Court and Community Care.

- Offer parent-child playgroups and parenting classes at various locations throughout the Polk County areas; Fall City, Dallas, West Salem, and Independence.
- Develop and maintain key partnerships with organizations that can offer space for parent-child playgroups.
- Work with FBB Development department to develop marketing materials and secure supplies for playgroups.
- Provide ongoing phone calls and case management to Polk County families who are interested but waiting for services.
- Function as a liaison between early learning community partners accessing the Family Link referrals.
- Creative ways to locate, connect, and engage with families; SIT meetings, WIC office, Community Action/ Salem Keizer EHS and HS programs, Teen Parent Programs, OCDC, etc.
- Track all recruitment activities and events.

#### **20% 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.
- Ensure that data is entered in a timely manner.

#### **40% Classroom/Court and Community Care**

Work in a partnership with the CCC 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.
- Ensure that all rules set by Oregon Childcare Division are followed.

#### **5 % Other Related Duties**

- Provides back up to other parent education classes, Parent Leadership Council, and EHS Parent Council, as needed

- Attend and participate in relevant meetings including but not limited to: site meetings, Intake and Screening Team, trainings, and All Staff
- Participate in agency-wide projects and initiatives as needed
- Support the work of FBB volunteers and interns as an integral part of program services
- Support in the staffing of transportation related activities.

### **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.
- Experience establishing partnerships or working collaborative with community partner organizations.
- 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 or bachelor's degree in Early childhood, Social Services 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.
- 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.

*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.*