

Children & Youth Partnership for Dare County Job Description

Family Support Services Coordinator

Position Summary: Family Support Services Coordinator is responsible for coordination and implementation of parent education and family support programs and services designed to meet the individualized needs of children/youth and families in Dare County. The Parents as Teachers (PAT) and Triple P Positive Parenting Program (Triple P) are administered through this activity. The Family Support Services Coordinator oversees the Parents as Teachers program and reports to the Executive Director of Children and Youth Partnership for Dare County (CYP).

Fair Labor Standard Act: Non-Exempt

Family Support Responsibilities:

- Implement and administer all Family Support Activities for CYP, including but not limited to:
 - Serving families with children birth to 16 years of age through the Triple P Positive Parenting Program, including individual parenting consultation, seminars and groups
 - Collaborating with Regional Triple P Coordinator in implementation of services in Dare County, including outreach, data collection, and recruitment of Triple P program providers across agencies, etc.
 - Coordinating collaborative parenting workshops such as the Parenting Enrichment Program, and Parenting the Second Time Around etc.
 - Overseeing the Parents as Teachers Program, serving families with children from birth to age five
 - Providing family-focused programs that improve parenting and promote involvement
- Identify unmet needs in our community and develop plans and/or programs to meet those needs (programs will be flexible and continually responsive to emerging family and community issues)

Community Outreach and Awareness Responsibilities:

- Create a public awareness that Family Support Services functions as a central source of information on family services and resources
- Work with others to distribute parenting information through regular social media posts, CYP's quarterly newsletter, press releases and other venues
- Collaborate with CYP staff, board members, and other community entities for outreach and awareness campaigns, marketing and fund development strategies, etc.
- Collaborate with CYP staff on the management of CYP's Diaper Bank
- Provide coordination through collaboration with CYP staff on Block Play Extravaganza
- Serve on area task forces, committees, etc. that concern family support issues
- Collaborate with local agencies to publicize child abuse prevention efforts and to build resiliency
- Identify, recruit and develop parent leaders to become active and influential participants in CYP programs

Data Collection, Coordination, Planning and Budgeting Responsibilities:

- Complete necessary CYP quarterly reports
- Compile data for the annual report which is sent to PAT National Center
- Conduct the PAT Quality Endorsement Process every five years
- Work with others to coordinate and maintain records of parenting support and referrals
- Coordinate and maintain database of parenting workshops, parent participants, committee members, and workshop facilitators

- Analyze, summarize and assess parent participants' evaluations of Triple P and other parenting workshops
- Assist the Executive Director in design, implementation, and evaluation of Family Support services and projects
- Work with others to develop and maintain a fiscally-sound yearly budget
- Work with others to seek additional funding for ongoing and future projects

Job Requirements:

Education and Experience:

- Required - BA degree in human services, early childhood education, social work or related field
- Experience working with families, community leaders, agencies, and organizations in a supportive and collaborative capacity
- Preferred – Experience working with programs specific to family support, including but not limited to the Triple P Positive Parenting Program (preferred certification or to be obtained following hire)

General :

- Knowledge of Dare County community resources
- Able to work with diverse groups of people in relationships based on equality and respect
- Understanding of family dynamics, adverse childhood experiences, and resilience
- Initiative both to work independently and as a team player and to plan and execute tasks
- Strong organizational skills and ability to manage multiple tasks concurrently
- Excellent written and oral communication skills; excellent public speaking skills
- Researching and writing grants to seek additional funds for success of programs
- Computer literacy and familiarity with operation of office equipment
- Proficiency in data collecting, planning, and budgeting
- Available for travel in-county and out-of-county, as needed
- Spanish speaking a plus