Asociación Puertorriqueños en Marcha

Job Description

Department:  Human Services
Program:     Community Umbrella Agency
Position Title: Strengthening Families Coordinator
Supervisor:  CUA Team Lead
Status:      Full Time

JOB SUMMARY:

This research based, evidenced-informed approach to practice is central to the community-based emphasis of Improving Outcomes to Children (IOC) and uses community programs to enhance protective factors for children and families. The Strengthening Families Coordinator encourages participants to make “small but significant change” that support resilience, access to concrete goods, connection, parental knowledge, and social/emotional capacity. Using the Strengthening Families Worker, CUA and CUA Community Liaison will initiate “Parent Cafés” that provide an opportunity for caregivers of all types with a location to which they can find a support network.

JOB REQUIREMENTS:

1. BA/BS in Social Work or a related field.
2. Proficiency in English and Spanish preferred.
3. One year experience in social services setting working in parent education preferably.
4. Familiarity with the dynamics of diverse populations in low income areas.
5. Pennsylvania Child Abuse Clearance, Request for Criminal Clearance, FBI clearances, Valid PA driver’s license and driving record no more than 60 days old. Medical Exam must be completed within one year of employment.
6. Knowledge of social services, child welfare and family systems services.
7. Culturally sensitive to the needs and diversities of multi-cultural communities.
8. Knowledge of community resources and ability to work as a team member
9. Practices good customer service skills in all working relationships.
10. Experience facilitating public meetings, and other public forums.
11. Strong interpersonal skills, respectful, and courteous nature.
12. Strong writing and oral presentations skills.
13. An applied understanding of social work ethics and confidentiality.
14. Must demonstrate genuine empathy and concern for individuals as indicated in our corporate vision, mission and values statements.
15. Able to work independently, demonstrating good judgment and prioritizing.
16. Ability to attend evening and weekend community events and meetings without incurring difficulty.
17. Maintain a high degree of discretion dealing with confidential information.
18. Skills in typing, basic computer operations, Microsoft, PowerPoint, Excel.

Revised CVP 8/13
Asociación Puertorriqueños en Marcha

Job Description

JOB RESPONSIBILITIES:

1. Function as part of the larger CUA team responsible for achieving the target goals of improving safety, permanency, and well-being of children, youth, and families.
2. Act as the coordinator of Parent Cafes.
3. Facilitate Parent Cafes and other support groups.
4. Develop and conduct Strengthening Families orientations and workshops for the CUA and the Community.
5. Train Facilitators and Parent Cafe Hosts.
6. Work with the Community Liaison in establishing community connections.
7. Attend Court Hearings as needed but never in lieu of the CUA CM.
8. Document activity they have preformed within six business days the CUA-prescribed form.
9. Function as part of the larger CUA team responsible for achieving the target goals of improving safety, permanency, and well-being of children, youth, and families.
10. Act as the coordinator of Parent Cafes.
11. Facilitate Parent Cafes and other support groups.
12. Develop and conduct Strengthening Families orientations and workshops for the CUA and the Community.
14. Work with the Community Liaison in establishing community connections.
15. Attend Court Hearings as needed but never in lieu of the CUA CM.
16. Document activity they have performed within six business days using the CUA-prescribed form.
17. Perform other duties that support the mission of APM and the CUA program.

KEY COMPENTENCIES:

- Planning and organizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Ability to work in a flexible schedule and adapt to changing situations
- Ability to set priorities in critical situations.
- Demonstrated ability to work independently and as a team.
- Strong Customer Service insight.
- Must be accurate and detail oriented.

THE DUTIES AND RESPONSIBILITIES HAVE BEEN EXPLAINED IN FULL DETAIL. I UNDERSTAND THEM AND THE RESPONSIBILITIES INHERIT WITH THIS POSITION AND WILL ABIDE BY ITS DICTATES. I FURTHER UNDERSTAND THAT ALL DOCUMENTS AND INFORMATION THAT I COME ACROSS ARE CONFIDENTIAL AND SHOULD ONLY BE DISCUSSED WITH THOSE WHO WORK IN CONJUNCTION WITH THE PROGRAM/DEPARTMENT.

Strengthening Families Coordinator

Date

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Supervisor ___________________________ Date ________________

Revised CVP 8/13