

Infant/Child Enrichment Services, Inc.
Equal Opportunity Employer
Job Description

Job Title: Family Success Coach

Reports to: Raising Healthy Families Program Director

FLSA Status: Non-Exempt **Hours:** Part time 25-28 hours a week

Salary Scale: \$19.09-\$26.01 per hour

Duration of Job: This temporary position lasts through June 30, 2021 and may be extended or become permanent.

Summary: The Raising Healthy Families Program is a prevention and early intervention program utilizing Nurturing Parenting Curriculum and other evidence based practices to provide support and education to our community's most vulnerable families. This position will focus on families in-home visiting and may assist in teaching parenting classes and workshops. The Family Success Coach will provide services in line with the following contracts and purposes: First 5 Tuolumne County, to support high risk families with children birth through age 5; Tuolumne County Health and Human Services to intervene and work with families to prevent child abuse; and Tuolumne County Behavioral Health for prevention and early intervention of mental health issues in children of all ages.

Essential Duties & Responsibilities include the following. Other duties may be assigned.

1. Attends trainings as required to learn the curriculum, evaluation, and assessment tools necessary for grant and program guidelines, as well as any other trainings required by program director.
2. Teaches parenting classes and workshops using the Nurturing Parenting (NP) model & curriculum, as well as other curriculum and resources.
3. Collect data by implementing required assessment tools and pre- and post tests for all parenting classes.
4. Arranges & coordinates all aspects of parenting classes; scheduling including finding locations, purchasing materials and supplies, advertising, and all required paperwork.
5. Works with RHF director to set up childcare for classes.
6. Uses computer to maintain data, statistics, write parenting class notes and reports write case notes, and send/receive relevant job information.
7. Participates in staff, case management, and other applicable meetings.
8. Collaborates and communicates with other department and agency staff (as necessary) to maximize services for families and to prevent duplication of services.
9. Meets as needed with collaborating agencies (i.e. Tuolumne County Behavioral Health) to coordinate/co-teach classes when applicable.

10. Works with RHF program director to develop/deliver presentations about and coach Nurturing Parenting concepts to other agencies and programs in the county.

11. Other duties assigned as needed.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – identifies and resolve problems in a timely manner; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.
- Oral Communication – speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Proof of successful employment experience. High School diploma and AA required or combination of education and applicable experience; BA in related field strongly preferred. Experience teaching adults, working with at risk families and ECE units highly desirable.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of word processing software.

Background Check: This position requires passing and maintaining a background clearance. Clearances are based on investigation checks for criminal and/or child abuse convictions to the

satisfaction of the Agency, showing that you are fit for the position offered. Completed background check forms and authorization for release of information must be provided to the agency upon receiving a conditional job offer.

Driving and Use of Agency Vehicles: Employee's must meet and maintain ability to be insured by the Agency's insurance at the standard rate DMV driving record.

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 talk and hear. The main part of this job is home visits. The employee will be exposed to out-of-doors, in-and-out of car, weather conditions dependent on the season; the employee will also be exposed to varying environments that may not be handicap-accessible, including stairs and uneven terrain such as dirt walkways. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

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 moderate.