

July 31, 2017

Job Announcement: Family Partnership Coordinator

Reports to: Family Services Director

Qualifications:

1. **Educational Degree: High school degree or equivalent required. Education in social work, family studies, child development or related field desired.** If no college education in related field, willingness to follow through on education or training is required.
2. **Experience: Some experience in social work or related field, is desired.** Experience in child development or early-childhood education is desired.
3. A combination of experience and education may be acceptable in lieu of the specific amounts stated above.
4. **Verbal fluency and ability to interpret between Mandarin and English is required. Interpretation may take place in small or larger group settings.** Ability to speak other Chinese dialects, such as Cantonese and Fujianese, is desirable, but is not required. Ability to speak Spanish is highly desirable, but not required. Ability to speak Indonesian and/or other Asian dialects is a plus.

Mission:

Children's Village is a nonprofit organization whose mission it is to provide high quality early childhood education to young children and educational enrichment to school age children for families of all economic levels and diverse backgrounds.

Core Values:

- Recognizing children as our first priority
- Maintaining accreditations to assure educational excellence
- Supporting parents in work, in school and as community volunteers
- Embracing the broad diversity of families in today's society
- Creating an inclusive, collaborative community of childcare professionals, families and community representatives
- Engaging staff and families in open dialogue to learn from one another
- Retaining and developing professional, committed and passionate teachers and staff

Job Summary:

This non-exempt, hourly position reports to the family services director and is primarily responsible for coordinating services, activities, and requirements for Head Start eligible children and families, providing interpretation and translation services when necessary.

TO APPLY, COMPLETE THE CHILDREN'S VILLAGE EMPLOYMENT APPLICATION IN FULL AND SUBMIT IT TO BETH BAKER, FAMILY SERVICES DIRECTOR. POSITION AVAILABLE IMMEDIATELY.

Essential Functions:

1. Head Start Related Responsibilities:

- *Home visits:* Coordinates home visits to Head Start families with parents, teachers and other appropriate Children's Village personnel, providing translation services when needed.
- *Develop Family Partnership Agreement:* Through various interactions (intake interviews, home visits, and other contacts), assists the family in the preparation of the family partnership agreement. Assists the families in identifying and establishing goals (e.g. educational and language goals) and identifies tools and resources available to facilitate attainment of goals. Maintains a close working relationship with each family to support and assist families in pursuing their goals. Document these regular contacts in contact log notes.
- *Health Interview and Support:* Secures information for the health interview through the interpretation of interview questions. Assists qualified families in securing medical assistance.
- *Subsidy Re-determination:* Provide assistance for re-determination of subsidies and ensure that process is completed smoothly and in a timely fashion. Remind parents of situations that must be reported that can impact the subsidy (changes in income, family size, etc.).
- *Performance Standards:* Stays abreast of Head Start performance standards and promotes these in all aspects of the position.
- *Other Miscellaneous Head Start Related Responsibilities:* Assist families in securing the appropriate tools to resolve various situations or problems. These situations may be related to education, housing and utilities, behavioral issues, family concerns, social issues, or other related issues where it is appropriate for the family partnership coordinator to provide assistance, or seek help from the family services director or child development psychologist.

2. Administrative Responsibilities:

- *Reception Area Assistance:* Provide front-desk assistance when necessary. Greet all persons in a friendly, prompt, and courteous manner, providing interpretation and translation services when necessary. Front-desk responsibilities may include: providing information about Children's Village to individual(s) in person and on the telephone, directing guests and phone calls to the appropriate individual(s), verification of individuals arriving to pick up children and securing proper identification when necessary.

3. Other Interpretation and Translation Responsibilities:

- *Parent-Teacher Conferences:* Provide interpretation services for scheduled parent teacher conferences (transition, mid-year, end-year, special needs or other conferences) and other parent-teacher interactions, as necessary.
- *Classroom Assistance:* Provide interpretation and translation services in the classroom, as needed.
- *Other Miscellaneous Interpretation and Translation:* As needed or requested, provide interpretation and translation services to facilitate communication between parents, teachers, administrative staff and other individuals.

4. Organizational Responsibilities:

- *Promote Children's Village:* Serve as an ambassador to Children's Village and promote the organization to job sites and other community venues.
- *Confidentiality:* Because this position is highly visible and interactive, it is imperative that the individual adhere strictly to Children's Village's confidentiality policy. This policy prohibits divulging or using any personal family, child, or staff member's information (e.g. child or adult

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health, family circumstances, problems, income, work situation, etc.) without the individual's permission and/or in an unethical manner.

5. Children's Village Organization-Centered Responsibilities:

- *Staff Meetings:* Attend staff meetings as required, unless unable due to primary responsibilities.
- *Communication:* Stay abreast of policy, guideline or other changes by reviewing items on bulletin board and distributed memoranda.
- *Leave/Absence:* Follow CV guidelines for leave requests.

Additional Responsibilities:

From time to time, responsibilities in addition to those listed above may be required to meet the needs of Children's Village.

Extent of Public Contact:

The family partnership coordinator shall have many opportunities for public contact including, but not limited to, greeting parents, relatives and other designated representatives of children in classrooms, greeting visitors and public dignitaries to Children's Village and meeting or greeting agency officials as necessary. These interactions will occur in person and via the telephone.

Physical Demands:

1. The family partnership coordinator may need to be able to walk distances (usually in the nearby neighborhood), take public transportation or other modes of transportation with ease in order to complete the required home visits.
2. In the event of an emergency, the family partnership coordinator should be able to walk up or down several flights of stairs and easily assist in the evacuation of children from the center.

Working Conditions and Environment:

1. The holiday schedule and leave policy are outlined in the employee manual.
2. Employees are expected to work during their scheduled shifts, which may fluctuate on occasion to meet the needs of the CV organization.

PAY AND BENEFITS:

1. **\$14 to \$16 AN HOUR, DEPENDING ON QUALIFICATIONS AND EXPERIENCE**
2. **HEALTH INSURANCE**
3. **VACATION, PERSONAL AND SICK LEAVE**