Job Title: Family Service Coordinator

Job Summary:
Under the direction and supervision of the ECEAP Director or designee, this position will implement the family service, health and parent involvement components of ECEAP in accordance with the ECEAP performance standards and the ECEAP service delivery plans.

Essential Job Functions:
This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Organize and conduct an ongoing recruitment effort to ensure full enrollment in all East Valley ECEAP classes.
- Organize and conduct enrollment activities using the priority point system, to interview parents, to determine program eligibility, verify income and obtain necessary parent permission for ECEAP activities.
- Determine family service needs and assist families in working with agencies and community organizations to meet those needs.
- Work with parents and families to maintain a family service support system and advocate with social service agencies for participating families.
- Determine parent training and orientation needs and to plan, conduct and facilitate training for ECEAP parents including training in parenting skills, child growth, development and parents' rights and responsibilities in ECEAP.
- Provide counseling, referral, emergency assistance and crisis intervention services to ECEAP families.
- Facilitate the involvement of parents in ECEAP parent meetings, ECEAP committees, parent volunteer activities, conferences, county Policy Council and other strategies.
- Maintain accurate records regarding all center activities, including enrollment information, family needs assessments, referrals and follow-ups and all other required records. This is to be kept electronically in the Early Learning Management System (ELMS).
- Participate in meetings of children and families working with a multi-disciplinary team.
- Develop knowledge and skills by participating in in-service trainings, staff meetings and other trainings as required by the ECEAP contracts office.
- Under the guidance of the ECEAP Director and ECEAP Contracts office specialists; assist ECEAP staff in achieving physical and psychological health for ECEAP students.
- Provide and participate in team meetings, monthly component meetings, monthly site ECEAP staff meetings and training provided by the ECEAP Contracts Office or Department of Youth and Family Services (DCFY).
- Identify those children requiring immunization updates and physical and dental examinations as required by the ECEAP Standards.
- Under the guidance of the ECEAP Director; obtain medical, dental, immunization and other health records for students enrolled in ECEAP program.
- Monitor the completion of ECEAP required health exams and screenings; to include: referral and follow-up on an identified child health need.
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- Track the health status of an ECEAP child in the ELMS system.
- Assist parents in the completion of a child’s required health exam.
- Assist in making decisions within your direct service team and director.
- Keep student/staff information confidential.
- Assist in upholding and enforcing school district rules, administrative regulations, and board policies.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Requires the use of multiple communication systems, such as electronic mail and computers.
- Inspect school or district facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- The employee shall maintain a consistent presence at the assigned work site(s) and work the regular work hours specified by the contract.
- Professionally interact with colleagues, members of the public, and students.
- Perform special assignments and other duties as assigned or required by the supervisor.

Desired Skills:
- Preference for a strong background in ECEAP and social work.
- Ability to support the development of reciprocal relationships between staff and families that are built on mutual acceptance, respect trust and inclusion as families are considered valuable resources to the program.
- Ability to ensure that family support staff will work collaboratively with community resources and agencies to facilitate increased ease of access to a variety of needed resources. These resources include but are not limited to: housing, legal assistance, emergency medical assistance, health care, dental care, mental health care, child care, food banks and clothing closets, parenting classes or activities, domestic violence shelter/information, adult education and training options, adult literacy classes or activities, and job skills and readiness.
- Ability to ensure an open communication process in which families are valuable contributors and resources to problem solving processes and to the program. Staff will engage parents/guardians in a goal setting/family partnership process within the first 90 days of group setting or other model services based on family strengths and challenges as defined by the parent/guardian. Staff will also inform and involve parents/guardians in making critical decisions for their children.
- Ability to ensure adequate meeting space, ensuring confidentiality, when needed. Time will also be scheduled to meet with families on an on-going basis to share information about the program, their children’s’ strengths, needs, interests, and to discuss community activities and resources.
- Ability to ensure that conferences are made on a timely basis.
- Ability to promote coordinated program services and ensure adequate time for all staff (education, health, nutrition, mental health, family services and family involvement specialists) to share information and records concerning children and their families.
- Ability to ensure that families are involved as integral partners and key decision makers together with staff in all areas of program design. This will include, but is not limited to, parents/guardian.
- Demonstrates the ability to work with parents and follow the ECEAP philosophy.
- Demonstrates the ability to coordinate with parents and communicate with the ECEAP direct service team.
- Demonstrates enthusiasm and displays an overall optimism and motivation toward teaching and student learning.
- Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
Sets and attains high level of expectations with a commitment to using available resources.

Relates positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.

Ability to demonstrate a thorough understanding of the instructional/learning process and effective teaching strategies.

Willingness and commitment to participate in professional collaboration and student supervision.

Demonstrated positive interactions and ability to work with young children ages 3-5 years old in a positive manner.

Demonstrates ability to communicate clearly and effectively in both oral and written communication.

Working knowledge of district-adopted software, including Microsoft Office.

Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.

Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.

Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.

Demonstrates ability to relate and work effectively with staff and community.

Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.

Ability to lift objects weighing up to 70 pounds.

Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

Minimum Qualifications:

- Required to have a valid First Aid card including Infant/Adult CPR card.
- Required to provide a negative TB test or exemption letter.
- Four year degree required in relevant field, including but not limited to: Adult Education, Human Development, Human Services, Family Support, Social Work, Early Childhood Education, Child Development, and Psychology, or another field directly related to their job responsibilities.
- Two years of successful and relevant work experience.
- Successful Washington State Patrol and Federal Bureau of Investigation Fingerprint Clearance.
- Valid Washington State driver’s license or evidence of mobility.
- Proof of Immunization (if born 1/1/57 or later).
- I-9 Employment Eligibility in compliance with the Immigrations Reform and Control Act.
- Completion of all district-required trainings within thirty (30) calendar days from hire date.

Work Environment:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The employee may be required to deal with distraught and/or angry persons and may be exposed to infectious diseases carried by children. The noise level in the work environment is acceptable to this particular environment and can vary depending upon daily activity but will remain within acceptable ranges.

Evaluation:

The ECEAP Family Service Coordinator shall be evaluated per the terms of the Public School Employees Collective Bargaining Agreement and ECEAP Director. The process shall include an evaluation of the employee’s performance of the above essential job functions and desired skills.
Classification History:
Job description developed: May 2015 mmr
Job description revised: February 2019 lme

East Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX Compliance Coordinator: Thomas Gresch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830 grescht@evsd.org. ADA/Civil Rights Coordinator: Jane Rausch, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 241-5025, rauschj@evsd.org. Section 504 Coordinator: Maureen Lyden, 3830 N Sullivan Rd Bldg. 1, Spokane Valley, WA 99216, Phone: (509) 924-1830, lydenm@evsd.org.