

**Program Coordinator – Family Development & Case Navigation Program**

Friends of the Family is accepting exceptional resumes for a Program Coordinator position. Successful candidate will be responsible for the planning, delivery and implementation of a strengths-based, family supportive case navigation program and for the oversight and supervision of six Case Navigator/Family Development Coaches who provide life skills coaching and connection to resources for children, youth, adults, and families. In addition, responsibilities include developing psycho/social/environmental assessments, identifying family asset-building programs, recommending connections to resources and interfacing with LAC DCFS.

Hours: F/T; 40 hours/week (Monday – Friday; will require some evenings and intermittent weekends)

Start Date: Immediate

DUTIES/RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

- Provides supervision and training to assigned project personnel and ensures compliance with policies and procedures
- Teaches/trains supervisees to assess, screen and determine family social, emotional, environmental and economic challenges and plan for building social/emotional/economic competency
- Ensures the provision of comprehensive services to participants based on professional assessment of family's social/emotional/economic conditions
- Utilizes coaching and mentoring techniques to enhance staff competence
- Maintains current, comprehensive knowledge of community resources and internal and external programs and activities in order to help provide comprehensive services, activities, resources and supports to participants
- Plans, organizes and Implements strategies that enhance the economic well-being of families
- Works with regional DCFS Offices to coordinate responsive services for DCFS families
- Collects required data and completes timely monthly reports
- Attends required meetings/trainings and collaborates/coordinates with Friends of the Family managers, other program coordinators and staff in order to provide seamless service delivery

EDUCATION/QUALIFICATIONS/SKILLS:

- Minimum BA in sociology, child development, community development, public health, community social work or related discipline, along with 3 years experience implementing family centered case management/case navigation & case reporting **Required**; home visitation experience is **Required**.
- Fluent in oral and written English & Spanish, **Required**
- Experience in a direct service position at public or private child/family welfare agency or community based organization
- At least 1 year of supervisory experience, **Required**;
- **Commitment to social/economic justice & equity**
- Experience providing counseling (life and social skills focused) and parent education services
- Experience in engaging families in social service/social change programs helpful
- Knowledge of local community & institutional resources needed
- Familiarity with child and family assessment tools
- Knowledge of child development and healthy child guidance principles required
- Experience with LA County departments, particularly DCFS, **Helpful**
- Ability to work with people of diverse social and cultural backgrounds with respect and compassion
- Abundantly energetic, tireless and passionate about work in this domain
- Ability to work both independently and cooperatively as part of a team
- Strong organizational and decision making abilities
- Must be able to work and maintain self-control while under pressure or in stressful circumstance
- Excellent oral and written communication skills necessary
- Manage, track and monitor a Web based referral system.
- Must be able to lift 25 pounds
- Proficiency in Word, Excel, Power Point, Access, Publisher & Outlook
- Must have a car, be able to drive, have a valid CA driver's license, and current auto insurance
- Satisfactory completion of all background screening requirements

Please submit resume to: HR Manager

Email address: hr@fofca.org

Please, NO CALLS.