



POSITION: Family Support Specialist Coordinator

Nonexempt

POSITION SUMMARY:

Works with families using evidence-informed, Promising Practice *Kaleidoscope Play and Learn* (KPL) to provide parenting support, positive interactions, role modeling, and education to parents on appropriate child development through playgroups, meetings, parent trainings, and connections with other available community services.

QUALIFICATIONS:

Requirements - High school diploma. Ability to establish rapport with parents/primary caregivers of varying ages, educational levels, ethnic and socioeconomic backgrounds. Good oral and written communication skills. Ability to complete required *Kaleidoscope Play and Learn 101* training prior to service delivery. Computer proficiency. Reliable automobile at his/her disposal and a valid North Carolina driver's license. Proficiency with using Microsoft Office, computers, the Internet, and database management a must. The ideal candidate will possess good verbal and written communicable skills, be well organized, have the ability to effectively manage multiple tasks at one time with frequent interruptions, and be able to provide a high level of quality customer service both on the telephone and in person. Early childhood experience and ability to speak Spanish considered a plus.

Preferred - Experience working with young children and their parents, trainings, knowledge of early childhood issues/child development, and/or experience in program management. Associate's degree in social work, child and family relations, psychology or related field.

RESPONSIBILITIES:

- Successfully complete *Kaleidoscope Play and Learn 101* certification training prior to service delivery
- Collaborate with community partners to recruit families to participate in KPL (families with children newborn to age 5 years)
- Work closely with supervisor in planning for caregiver topics, books, child activities and crafts for KPL groups
- Maintain up to date KPL records of attendance and forward copies to supervisor at the end of each month
- Notify supervisor when supplies are needed for KPL
- Maintain and complete all required evaluations and monitoring requirements for KPL
- Support parent choices in a non-judgmental fashion
- Knowledge of community resources for families and children, making referrals as appropriate to community resources

- Advocate for quality early childhood experiences and necessary support services for children and families
- Represent the Beaufort-Hyde Partnership for Children accurately and professionally to the community
- Participate in ongoing professional development
- Travel, as needed, to meet varying job responsibilities
- Reorder consumable materials, as needed (with supervisor or Executive Director approval)
- Provide high-quality, friendly customer service
- Other duties as assigned by the Program Supervisor or Executive Director

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to occasionally lift or move up to 35 pounds.

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. While performing the duties of this job, the employee must frequently travel outside of the office. While working in the office, the work environment is usually general office with moderate noise level.

DISCLAIMER STATEMENT:

This job description lists typical examples of work and is not intended to include every job duty and responsibility specific to this position. The employee may be required to perform other related duties not listed on this job description.

Beaufort-Hyde Partnership for Children is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.