



Job Title: FAMILY COACH (Bilingual-Spanish/English)

Location: Early Learning Center (ELC)

Employment Status: Full Time; Salary

Salary Classification: Family Coach

Summary of Job:

The Family Coach position has been created in response to the needs of families currently involved with ELNC preschool programs, offering resources and support in a holistic manner for all members of the family.

In alignment with the “duo-enrollment” model of education, the Family Coach will serve as a contact point for the preschool child’s family members in order to address any barriers to education while promoting education and career development for family members. The Family Coach will serve as this connection piece by maintaining consistent contact with families, addressing immediate and more long-term needs, assisting families in accessing further support systems, and encouraging families on the pathway to success and the creation of a stable foundation.

Direct Supervisor:

The Family Coach reports to the Center Director.

Direct Staff Supervised:

None.

Other Key Relationships:

The Family Coach will interact and develop relationships with ELNC Staff, partners, parents, community partners, volunteers and other community early childhood program peers.

Essential Job Functions include but not limited to:

- Develop and maintain trusting relationships with families of preschool students through calls and in-person meetings/home visits on a consistent basis
- Assist families in accessing various resources to promote stability (Ex. Applying for assistance from DHS, identifying local food pantries, finding information on upcoming community events and resources, etc.)
- Help family members identify personal empowerment goals (Ex. Earning their GED, moving into their own home, solidifying stable employment, etc.), create a plan to reach goals, and hold family members accountable for the actions taken to achieve personal goals

- Assist with administrative duties relating to preschool registration (completing registration forms, identifying needed forms for application packets, reviewing applications)
- Work with ELNC staff members to access further supports for students (through the creation and usage of behavior plans, goal sheets, data tracking and management forms, referral sheets etc.)
- Monitor and identify student behavioral patterns or activity that suggest environmental concerns; create plan(s) of action to address concerns
- Work with family members to identify specific barriers to student(s)' academic success inside and outside the household; partner with family members to create plans of action to overcome barriers
- Connect family members with specific resources and/or programs that promotes self sufficiency
- Adheres to all guidelines contained in ELNC's Employee Handbook
- Perform other duties as assigned by the Center Director

Site specific duties:

- **ELC** – must be able to read, write and speak Spanish fluently to assist with verbal and written translation; must be bi-lingual

Essential Competencies Required:

- **Commitment to ELNC Vision and Mission-** The ability to understand, communicate and incorporate the ELNC Vision and Mission into behaviors and attitudes all ELNC staff are expected to exhibit while performing their job responsibilities.
- **Culturally Competent-** The ability to understand, communicate with, and effectively interact with people across cultures.
- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion level ample opportunities for supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the job done with excellence; mentally is focused on getting the best results for actions taken; does not settle of mediocrity.

Knowledge's, Skills, And Abilities

- Knowledge of complex helping systems, professions, and organizations and how they affect children and family welfare, and the multiple uses of such systems, professions, and organizations to deliver services
- Knowledge of safety regulations, practices, and procedures
- Ability to work well with others in a team approach
- Skilled in the use of automation software and related equipment
- Ability to communicate effectively, both orally and in writing

Minimum Required Education and Experience:

- Possess a B.A./B.S./BSW degree in Sociology, Family Studies, or Psychology with a minimum of 2-3 years related work experience
- **Must be Bilingual (Spanish/English)**
- Previous experience working within a school setting (minimum 5 years)
- Previous experience working with culturally diverse clientele (minimum 5 years)
- Flexible schedule
- Own transportation required

Preferred Education and Experience:

- Possess a MSW degree in Sociology, Family Studies, or Psychology

Additional requirements of the position:

- Position is identified as having regular contact with children in accordance with public law; therefore, a criminal background check must be completed
- Program activities frequently take place in the center/site (permanent and mobile), family homes, and other community locations
- Walking, standing, bending, and carrying of small and light objects

Signatures:

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Comment:

Employee: _____ **Date:** _____

Supervisor signature below acknowledges that they have reviewed the job description with the employee.

Comment:

Supervisor: _____ **Date:** _____