Family Services Care Coordinator

Position Description

**PRIMARY PURPOSE**

The Family Services Care Coordinator provides Anishinaabe culturally based support systems to American Indian youth and families, encouraging educational, psychological, social and spiritual growth. The coordinator will provide services that are tailored to the individual client’s needs in the areas of effectively and safely parenting their children (in-home parenting) and educating parents regarding child abuse prevention. Services also include child behavior management, establishing family structure, and guided and direct parent-child interaction sessions.

**DUTIES AND RESPONSIBILITIES**

* Maintain confidentiality at all times regarding client and staff information
* May act as a resource to assist others
* Must have a valid driver’s license and insurance
* Intake, advocacy, member outreach and recruiting efforts
* Counseling and education through home visits, phone calls or online meetings on the following topics; health education topics, parenting knowledge and skills, pregnancy, childbirth, child development, early school success, self-care and any other relevant topics
* Assessment and case plan development
* Provide information and referrals
* Work cooperatively with other staff to best serve clients and program participants
* Assist families in locating additional resources such as food, diapers etc.
* Network with other similar programs/agencies to increase access to a wide array of services for American Indian parents
* Data collection--maintain appropriate statistical data: for case management, funding purposes, for billing/invoicing, and progress reports
* Provide reports as scheduled
* Maintain and monitor data base for quality and completeness to track outcomes and client involvement
* Attend staff meetings and team meetings
* All other duties as assigned

**SKILLS/KNOWLEDGE REQUIRED**

* Certification as a peer support specialist preferred or willingness to obtain certification
* An Associate’s degree and relevant work experience
* A Bachelor’s degree in Social Work or relevant field is considered a plus
* Experience working with community members in a supportive mentorship/case management role
* Must be able to pass criminal background check
* Knowledge of community resources that support members in crisis including cultural teachings, protocols and ceremonies
* Ability to maintain confidentiality and sensitivity
* Must have a valid driver’s license and vehicle
* Excellent communication skills; verbal and written
* Work and communicate with a wide variety of people; peers, staff, administration, board of directors
* Consistently provide professional, positive and demeanor
* Attention to detail and accuracy
* Must have the ability to follow through on projects, emails, phone calls
* Must have time management and organizational skills
* Must be able to work independently as well as under supervision
* Demonstrate an understanding, appreciation, sensitivity and awareness of the Anishinaabe and Native American cultural, social, worldviews, values and economic diversity within the community being served

**BENEFITS**

* Employer paid health insurance premiums
* Employer paid dental insurance premiums
* Health savings account; employer contribution
* 10 days of PTO per year
* Your birthday and one paid floating holiday
* 403b retirement matching contribution following one year of full-time employment and 1000 worked hours
* Continued personal and professional growth
* Flexible schedules consistent with program needs
* Positive work environment that reflects traditional Anishinaabe teachings and family values

Starting Pay $25 per hour DOQ

*The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This position is contingent on continued funding.*

*Equal Opportunity Employer: The emphasis of the organization is to provide resources for American Indian community members, but the resources, programs and employment opportunities of the organization shall be available to all persons regardless of race, color, creed, religion, national origin, sex, marital status, familial status, disability, public assistance status, age, sexual orientation, gender identity, and local human rights commission activity.*

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Employee Signature Date

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Supervisor Signature Date

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Executive Director Signature Date