Connect Casino Road

Connect Casino Road is a community-based collaborative of nearly 20 cross-sector partners who have come together to support families living in the Casino Road neighborhood of South Everett, WA. We envision a safe, supportive, and resilient community where everybody thrives and meets their full potential. Together with our partners, we work to create transformational opportunities for families who call this community home. Connect Casino Road takes an explicit race equity approach in our work, and we welcome candidates who are willing to join us on the journey of co-creating a more just organization, collaborative, and community. Individuals from all educational background who feel they have the skills to do this job are encouraged to apply.

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| **Job Title**  Family Development Coordinator II |
| **Reports to Title**  Lead Family Development Coordinator |
| **Employment Type**  Part-time (20 hours/week) until March 31. Full-time (40 hours/week) starting April 1. Non-exempt, up to 60% telework option available. Individual will be legally employed by the Community Foundation of Snohomish County (CFSC), who provides fiscal sponsorship to Connect Casino Road.  **COMPENSATION**   * $48,000 - $54,000 base salary * Up to $3,000 annual stipend for fully bilingual employees * Monthly $500 medical stipend, 5% retirement match, PTO |

**JOB SUMMARY**

The Family Development Coordinator is responsible for working with a cohort of up to 30 immigrant families with young children in order to support the mental, emotional, and physical wellbeing of the entire family. In collaboration with the Lead Family Development Coordinator and the Family Counselor, the Family Development Coordinators will be the first and central point of contact for families participating in the Creating Open Roads to Equity (CORE) collaborative model. The Family Coordinator will help CORE families to build self-confidence and self-efficacy, identify their assets, needs, and goals, and help them create a plan for reaching their goals. The Family Development Coordinator acts as the link between families, CCR partners, and the wider community.

### ESSENTIAL FUNCTIONS AND DUTIES

The Family Development Coordinator performs the essential functions and duties outlined below:

* Actively engage CORE families in making sense of the issues which affect their lives, setting goals for improvement and responding to problems and needs through empowerment, goal setting, active participation, and strong collaborative practices
* Help CORE families navigate and access resources; Refer CORE families to partner organizations for resources that are in alignment with the goals set by the CORE family
* In collaboration with Lead Family Development Coordinator, use trauma-informed and restorative approaches to provide mentoring and coaching to families to help them learn and build the soft skills needed to successfully navigate US life and culture with dignity and confidence
* Grow and maintain proficiency in restorative practices, two generation approaches, and trauma-informed care when working with CORE families
* Document interviews, conversations, goals, action items, and progress with CORE families using case notes and self-assessments on the CORE Salesforce database
* Act as primary entry point for CORE families by determining their eligibility and performing initial intakes
* Maintain a caseload of up to 30 CORE families. Lead recruitment of new families as spots open up.
* Work collaboratively with CORE partner organizations to support the needs and goals of the family through participating in monthly CORE meetings, sharing family stories and needs with CORE partners, and actively recruiting new partners to meet the needs of the CORE families
* Participate in the evaluation and joint data sharing of CORE families across the partnership; Track families’ progress towards agreed upon outcomes and indicators
* Stay informed about local services and resources; Develop strategies to ensure families are connected to relevant resources; Attend community events as needed
* Participate in other CORE collaborative responsibilities such as annual reporting, measurement and evaluation, professional development, and work groups and committees
* Meet regularly with Connect Casino Road staff to ensure coordination and alignment

Other duties as assigned.

### NON-ESSENTIAL FUNCTIONS AND DUTIES

* Facilitate trainings with partners organizations
* Support community events organized in the center
* Lead community groups
* Support external organizations that would like to work with the community.

**EDUCATION AND EXPERIENCE**

* AA or Bachelor’s degree in social work, psychology, education, child development or a related field and related experience and/or training; **OR** equivalent combination of education and experience
* Two years of experience in family support, case management, coaching and/or mentoring,
* One year of experience working with family resources available in Snohomish County preferred
* Bi-lingual skills in English and Spanish or English and Russian strongly preferred.
* Documented experience working to further social justice
* Experience working with communities of color, immigrant communities, and low-income communities
* Personal development training in Restorative Practice, Social Justice, and Trauma informed care preferred.

### KNOWLEDGE, SKILLS, AND ABILITIES

* Knowledge of Two-Generation and Trauma-Informed Approaches preferred
* Demonstrate the ability to problem-solve complex and evolving issues and problems
* Ability to work collaboratively with a number of partners and individuals
* Knowledge of resources for low-income families in Snohomish County
* Ability to meet deadlines, yet maintain flexibility in a busy and evolving work environment.
* Be able to maintain confidentiality of sensitive family information
* Demonstrate strong verbal and written abilities
* Strong computer skills and experience with MS Office and internet research.

### PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Regular attendance is an essential function of the job. Individuals may need to stoop, stand, and lift at least 25 pounds. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

**EQUAL OPPORUNITY EMPLOYER**

CFSC provides equal employment opportunity to all applicants and employees and commits to the principle of equal opportunity.  We believe that no person should be excluded from agency services, employment or volunteer participation on the basis of race, color, gender, age, national origin, religion, creed, disability, veteran's status, sexual orientation, gender or for any other discriminatory reason.

**HOW TO APPLY**

* Deadline: Open until filled. Applications will be reviewed on a rolling basis with initial review on February 22, 2021.
* Please email a resume and a letter introducing yourself and describing your qualifications to Sara Boyle, [sara@cf-sc.org](mailto:sara@cf-sc.org) with the subject line: Family Development Coordinator
* For more information on CCR visit our website at [www.connectcasinoroad.org](http://www.connectcasinoroad.org)