



Oregon Coast Community Action
 1855 Thomas Avenue, Coos Bay, OR 97420
 (541) 435-7090
 hr@orcca.us
 www.orcca.us

Title:	Family Engagement Specialist	Program:	South Coast Families FIRST
Location:	Coos Bay, OR	Agency:	Oregon Coast Community Action
Pay Rate:	Hourly, \$13.75	Classification:	Full-time; Year-round
Reports to:	Manager	Staff Supervised:	None
Date Posted:	2/19/19	Posting Expires:	3/05/19
HR Contact:	541-435-7090 hr@orcca.us	Revised:	February 2019

External Applicants:

Please submit an employment application, cover letter and resume on our website, www.orcca.us or email to hr@orcca.us

Internal Applicants:

Please submit a letter of interest and resume by email to hr@orcca.us

Job Description

PRIMARY PURPOSE:

Provide home visiting and supportive services within South Coast Families FIRST Family Support & Connections (FS&C), Families Assistance and Support Team (FAST) and Supporting Transitions and Employment Program (STEP) according to program work plans, program goals, and contract rules and regulations. Facilitate Make Parenting a Pleasure workshops.

ESSENTIAL JOB FUNCTIONS (Reason position exists is to perform these functions.)

Program Components

1. Fill program vacancies throughout the year; actively recruit families that fit program criteria;
2. Engage families in program participation and parent leadership opportunities;
3. Assist families in assessing their needs, strengths, and development goals;
4. Provide support in taking action steps toward goals and follow up for outcome satisfaction and status;
5. Serve as a resource to staff and families in addressing challenges (e.g., employability, family violence, substance abuse, stress, depression, family literacy, adult education, budgeting, etc.) that affect well-being and self-sufficiency;
6. Collaborate with families and community partners in navigating healthcare resources as assigned including:
 - a. Educate families on the importance of medical/dental homes and medical/dental care
 - b. Assist families to access and follow up on treatment;
7. Conduct home visits providing a strength-based approach individualized family plan;
8. Provide crisis intervention and ongoing support to families by educating/increasing protective factors;
9. Provide and conduct parent education trainings in the areas of parenting, economic mobility, employability, etc.;
10. Provide education on topics such as: nurturing and attachment, parenting skills, child development, parental resilience, connecting to community resources, etc. ;
11. Facilitate family events, and other parent opportunities in partnership with parents and staffing teams flexible scheduling;
12. Facilitate Make Parenting a Pleasure workshops during the evening or on weekends;
13. Provide staffing coverage for team members and other positions as needed and as assigned.

Documentation and Monitoring

14. Document services provided into appropriate multiple data base system

15. Ensure child and family files are complete and up-to-date
16. Monitor and follow up on data entry needs
17. Meet federal, state and program documentation requirements with accurate, objective, complete, timely and well-organized records
18. Submit written monthly report to supervisor

Communication and Training

19. Facilitate communication with others by using available technologies (e.g., phone, fax, e-mail, file sharing);
20. Collaborate with team members to identify approaches to solving issues, develop follow-up plans, and prepare for home visits and other family contacts;
21. Ensure family confidentiality by limiting conversations about families and access to their records to those directly involved in providing services to them;
22. Attend Team meetings, site meetings, communication meetings, and/or other identified trainings and meetings which are relevant for the position.

Community/Public Relations

23. Support outreach and recruitment efforts by communicating the program's eligibility, selection, and enrollment guidelines and practices to families, other service providers, and the general public;
24. Represent and promote Family Support & Connection within the communities assigned by serving on appropriate committees, as approved by supervisor;
25. Advocate for needs of low-income families that help them establish linkages to their communities.

INDIVIDUAL AND TEAM EXPECTATIONS

26. Attend staff meetings, center meetings, and/or other workshops/meetings as notified;
27. Maintain a positive attitude regarding ORCCA and all its programs including trauma informed practices;
28. Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity;
29. Maintain respect and positive communication regarding all children, families and staff;
30. Maintain confidentiality of client and staff information;
31. Maintain open, two-way communication with staff;
32. Accept suggestions and guidance from supervisor and other management staff;
33. Seek feedback on job performance and evaluate suggestions and guidance to incorporate in performance;
34. Commit to further training. Develop an individual training plan using program tools, as appropriate;
35. Communicate with supervisor regarding any needed changes or concerns with work schedule;
36. Adhere to agency procedures as a mandated child abuse reporter;
37. Regular attendance is a requirement of the position;
38. Ability to perform the job with or without reasonable accommodations.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

39. Credential, Certification, or AA/AS in social work, human services, family services, counseling, or related field with and or two years of experience preferred.
40. BA/BS in social work, human services, family services, counseling, or related field preferred.
41. Excellent oral and written communication skills.
42. Strong organization and time management skills.
43. Home visiting with an understanding of childhood development experience preferred.

OTHER REQUIREMENTS

44. Must be enrolled in the Oregon Department of Education-Child Care Division Central Background Registry at time of hire and update it as required.
45. Pediatric First Aid/CPR Certification within 30 days of hire and update it as required.

WORK ENVIRONMENT

- 46. Geographic Area: Coos, Curry, and Coastal Counties; Primary worksite:
- 47. May lift items up to 51 pounds with or without reasonable accommodations.
- 48. Access to indoor office, in a climate-controlled environment; may not have access to sunlight. Regular activities outside in a non-climate-controlled environment.
- 49. Regular kneeling, bending, stooping and sitting on the floor.
- 50. Regular walking and standing for prolonged periods of time.
- 51. Frequent sitting for long periods using computer keyboard, telephone and other office machines.
- 52. Work outside of the office at irregular including evenings and weekend hours at times will be required.
- 53. Attendance at off-site staff training events will be required.
- 54. Driving is required to conduct home visits and to attend off-site meetings/trainings throughout Coos, Curry, and Coastal Douglas Counties.

OTHER

- 55. A current Oregon Driver’s License is required.
- 56. Proof of automobile liability insurance @ \$100,000/300,000 liability limits and maintain such limits.
- 57. Reliable transportation for getting to work and home visits.
- 58. Must be free from illegal drugs, may be subject to suspicion testing.
- 59. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Supervisor Signature

Date

Employee Signature

Date

The specific statements reflected in each section of this position description are not intended to be all-inclusive, but rather the basic elements and criteria considered being necessary in order to satisfactorily perform the duties associated with the position.

Oregon Coast Community Action is an Equal Opportunity Employer.

Please inform Human Resources at 541-435-7090 or hr@orcca.us if you require an accommodation in order to participate in the application process. Apply online: www.orcca.us