

Parent Services Coordinator, Full-Time
Grail Family Services
Job Description



Job Title: Parent Services Coordinator

Classification: Full time, Non-exempt

Salary Range: \$50,000 to \$55,000 per year, plus benefits

Reports To: Family Engagement Manager

Grail Family Services Overview

Grail Family Services (GFS) partners with families, schools, and communities to promote children's success and well-being. We operate in a community where more than 50% of the children in local schools are not reading at grade level. At our preschool program, we strive to inspire a lifelong commitment to learning and to foster the intellectual, creative, social, emotional, and physical growth of all our students. We believe that strong partnerships with parents are the key to success. We support children's learning and development through innovative programs and partnerships that promote active learning and family engagement such as our Family Math Program, implemented in partnership with Stanford University's DREME Network and our Building Blocks of Parenting™ (BBP) App implemented in partnership with Santa Clara County Office of Education Head Start Program and FIRST 5 Santa Clara County. To fulfill our mission, we are part of several local, statewide, and national initiatives (Family Math, Economic Mobility). For more information, please see our website at www.gfsfamilyservices.org.

As part of our work, we prioritize collective impact; we understand that one organization alone cannot address all the needs of our community. To that end, we are founding members of the Si Se Puede Collective (please see below).

Position Summary: The role of GFS's Parent Services Coordinator is to prevent child maltreatment by increasing the knowledge, skills, and support for parents with children ages 0-5. The Coordinator will ensure the proper implementation of GFS's Birth and Beyond Family Empowerment Program (FEP), which includes: (i) assessing parents' needs and strengths, developing family plans, and assisting parents to access resources; (ii) facilitating parenting workshops like NuParent and a parent support group; and (iii) supervising staff and partners to make sure GFS center-based ESL classes and our Child Enrichment Program are the best they can be. The Parent Services Manager will supervise the Child Enrichment staff.

Responsibilities

- Assess parents' needs and strengths and provide Case Management to at risk families
- Develop, implement, and evaluate family plan, particularly in the area of parenting
- Coordinate and implement services provided by GFS's Birth and Beyond Family Empowerment Program
- Facilitate programs, including a parent support group and parenting classes, that engage parents and children in building knowledge and strengthening their bond

- Develop relationships with outside service providers and county agencies, including the Santa Clara County Department of Family and Children's Services and the Santa Clara County Health Department
- Represent the agency in the community through presentations
- Conduct participant recruitment and outreach in the community
- Conduct and oversee program reporting, which includes evaluating and assessing program effectiveness with established tools
- Collaborate with GFS staff in supporting the parent volunteer program
- Other duties as assigned

Required Qualifications

- Bachelor's degree required
- Bilingual English/Spanish required
- Strong reading/writing skills in English and Spanish
- Good interpersonal communication skills
- Ability to develop rapport with clients
- Self-starter able to take initiative
- Strong time management skills
- Teaching/facilitation experience with adults and children
- Ability to work closely with different professionals as part of a multidisciplinary team
- Prior to employment, obtain either a criminal record clearance or exemption, to include both DOJ and FBI clearances
- Current negative Tuberculin test and health report, per Title 22 regulations (obtained prior to start). Health report and TB tests need to be less than a year old than the date of hire and no more than 7 days old from the date of hire.
- Must have valid California driver's license, insurance, and reliable transportation
- Ability to make a one-year commitment

Other desired qualifications include:

- At least two years of experience working with families
- A passion for the GFS mission and programs
- A flexible individual comfortable with a fast-paced environment and with good sense of humor
- A growth-mindset and a willingness to learn

Compensation and Benefits

- Full time position must be willing to work some evenings and/or weekends
- \$50,000.00 - \$55,000.00 per year
- Full-time schedule (40-hours/week); with some evenings and/or weekend hours required.
- Medical, vision and dental insurance, valued at over \$6,000 per year, no employee shared cost.
- First year: 10 vacation days and 11 paid holidays with accrual based on 40 hrs. per week
- Generous sick leave policy: 8 hours per month with accrual based on 40 hrs. per week
- Eligible for 2 floating holidays per year after satisfying eligibility requirements

- 401(k) Retirement Plan, employee contribution only
- This position reports to the Family Engagement Manager

To apply please send resume and cover letter to:

Nereyda Hurtado, Associate Director at nhurtado@gfsfamilyservices.org

No Phone calls please

GFS is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBT applicants