

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
7 NORTH 31<sup>ST</sup> STREET  
BILLINGS, MT**

***VACANCY ANNOUNCEMENT***

**~EXTERNAL/INTERNAL~**

**POSITION:** Family Engagement Coordinator

**PROGRAM:** Child Care

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 7 N 31<sup>st</sup> Street

**RATE:** \$15.00 – 18.00/ per hour DOE

**HOURS:** 40 hours per week

**OPENING DATE:** Immediately

**CLOSING DATE:** Open until filled

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Submit Completed HRDC Application Form located at [www.hrdc7.org](http://www.hrdc7.org) along with Current Resume and Cover Letter to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL  
P.O. BOX 2016  
7 North 31<sup>st</sup> Street  
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Family Engagement Coordinator	<b>Department/Program:</b> Child Care
<b>Reports To (Title):</b> Director	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> No	<b>Position Status:</b> Full Time
<b>Prepared By:</b> CC Director	<b>Revision Date:</b> 1/28/2019

### **JOB SUMMARY**

Under the supervision of the Program Director, and in accordance with the direction and mission of District 7 HRDC, the Family Engagement Coordinator is delegated the responsibility of acting as a liaison between Best Beginnings families, providers, staff and community resources. Works directly with families to seek child care placement, to include placement for special needs children, and supports families as they seek child care assistance. Builds and maintains relationships with a variety of services internally and externally and assists families with referrals to services. Offers support and education to families.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Connect clients to community parent education based on best practices and current research to support families. Deliver parenting information and education in a variety of ways for those unable to connect with another resource.
- Develop relationships and create a pool of community resources that will allow for referrals for children with special needs, services for homeless families, and other services that will meet the needs of families seeking assistance in the Child Care department.
- Work within the framework of the Best Beginnings Councils to support communities, families and children in Big Horn, Carbon, Custer, Rosebud, and Yellowstone counties.
- Offer supportive services to families in the Child Care 14-county service area.
- Work with vulnerable families who may have mandates and interactions with Child and Family Services. Cooperate, collaborate and advocate for the children and families with involvement of CFS.
- Follow up with all families on Best Beginnings who identify a child has special needs and assess, seek resources, ask for early education staff to assist and observe the child as needed. Make referrals and follow up with the family and agency.
- Work with behaviors specialists in the community, STAR coaches, and other resources to support families and children benefiting from a behavior support plan.
- Offer family version of Pyramid courses specific challenging behaviors.
- Implements agency work plans at the program level to ensure achievement of set goals.
- Must uphold the Results-Oriented Management and Accountability (ROMA) principles and practices at all times.

**Additional Knowledge, Skills and Abilities:**

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;

- Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
- Demonstrates positive and appropriate interactions with coworkers and management.
- Contributes to a harmonious and productive work environment.
- Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.

### **MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **Education and Experience:**

Minimum qualifications are bachelor's degree in Early Education/Special Education, Social Work, Family Studies, or Human Services; or an Associate's Degree and two years related experience; or a High School Diploma or HiSET and four year's experience in a human services related field; or equivalent combination of education and experience to fully meet the obligations of this position.

#### **Other:**

- Annual Criminal Background checks and Child Protective Services checks are required.
- The incumbent must possess excellent verbal and written language skills as they will be producing printed materials such as flyers, brochures and handouts with an emphasis on visual quality and content integrity. This position will also be responsible for creating social media posts. Experience in social media practices for businesses and/or non-profits is desired.

#### **Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a

computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

### **WORK ENVIRONMENT**

The work environment is typical of that of an office or classroom setting. Sometimes the employee may make home visits and will have a second staff. The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer. Tasks will involve extended periods of time at a keyboard or work station.