



**HOPESPARKS FAMILY SERVICES
Children's Developmental Services Program**

Position Description

Job Title: Family Resource Coordinator

Description: This position will assist and enable an eligible child and family to receive the services and supports that have been offered and accepted by the family in accordance with Part C of IDEA. The FRC will help children with special needs and their families reach their full potential. This individual will work with families and the service team to develop a plan that addresses the individual needs of the child and family. All activities will be coordinated with and supervised by the CDS Program Director and Clinical Supervisor.

Qualifications:

BA/BS degree in early childhood or social services strongly preferred.

Experience working in the field of social services, early intervention or case management

Strong knowledge of early childhood development and special education

Proficient English written skills and fluency

Preference given to candidates with experience working with families of diverse cultures and who are fluent in an additional language to English

Strong organizational skills and demonstrated ability to work efficiently and collaboratively with service providers

Strong interpersonal skills to include but not limited to a positive attitude, strong listening skills, problem solving skills and appropriate professional behavior and demeanor

Ability to represent HopeSparks and the CDS Program within the early intervention and early childhood community in Pierce County

Ability to work collaboratively with the Program Director, Clinical Supervisor, Therapists and CDS Education and Support Teams as well as community partners

Intermediate or higher level of computer skills; application knowledge in Word, Excel, Outlook Express, and web browsing

Must participate in all contractually required trainings as listed on our Pierce County EI Contract

Must have a valid Washington State driver's license, automobile for on the job use and proof of current automobile insurance

Have current First Aid/CPR certification or become certified within 30 days

Must pass a state and national background check

Must be able to lift 40 pounds (average three-year-old)

Early Intervention Qualifications:

Knowledge of early childhood education, specifically related to infants and toddlers with developmental delays and Part C of IDEA.

Familiar with the child referral, intake, IFSP process, and service delivery

Ability to participate fully as a productive team member in planning and providing a comprehensive scope of services that are evidence based to families in Pierce County in coordination with community partners so as not to duplicate already existing services

Job Responsibilities: Duties and responsibilities include but are not limited to the following:

1. Serve as point of contact in helping parents obtain needed services, funds, and assistance; coordinate evaluations and assessments; identify service providers available to the child and family
2. Maintain documentation of FRC activities in each child's file and collectively for agency records, billing and tracking. Utilize and enter data on ESIT's DMS as required.
3. Facilitate development, scheduling and review of Individual Family Service Plans (IFSPs)
4. Coordinate the delivery of therapy and early education services
5. Attend ongoing FRC training opportunities and monthly FRC meetings at the County
6. Work collaboratively with management, educators, and therapists to improve efficiency and effectiveness of programming
7. Attend CDS weekly multidisciplinary team meeting when you have a child being staffed
8. Attend CDS staff meetings as requested and HopeSparks quarterly all staff meetings
9. Participate in community groups as a representative of CDS as needed or appropriate

Work Schedule: This is a salaried exempt year round position at 40 hours per week working Monday – Friday. This position is contracted through Pierce County Community Connections and is contingent upon continued funding by the County.

Benefits: We offer competitive pay with benefits including medical, dental and vision insurance coverage; Paid Time Off (PTO), bereavement leave, 10 paid holidays, and retirement plan. In addition the organization will provide a laptop computer and some cell phone options for each FRC.

Application Process: Please send your cover letter and resume to Corby Bilderback, HR Director at cbilderback@hopesparks.org

HopeSparks is an Equal Opportunity Employer and does not discriminate against any persons on the basis of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, disability, or status as a veteran.