



309 Hickory Street, Suite 5 // Fort Collins, CO 80524 // 970-221-1615 // [www.TheFamilyCenterFC.org](http://www.TheFamilyCenterFC.org)

## Position Description – Early Childhood Family Support Specialist Full Time, Non-Exempt, Hourly

### About The Family Center/La Familia

Since 1995, TFC/LF has served as Larimer County's only early childhood and family resource centers. Now one of 32 family resource centers in the state, TFC/LF provides high quality early childhood education (ECE) to more than 75 children whose parents work and attend school, extensive crisis and family strengthening services as well as leadership and policy opportunities to more than 400 families annually. With more than 50% of the staff at TFC/LF being bilingual, TFC/LF is a trusted and safe place for Latinx families and is looked to by the Fort Collins and surrounding community as a leader in racial equity work.

The Family Center/La Familia is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, ancestry, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

### Mission, Vision, and Values

Working alongside diverse families we provide high quality childcare and supportive services, with an emphasis on cultural attunement with the Latinx community. This work is done with an explicit vision of creating a community in which all families are safe, supported, and thriving. Our six core values are; **Trust** - Inspiring confidence and mutual respect creates a foundation for reliable support and good stewardship. **Compassion** - Every person has inherent dignity and is worthy of respect and empathy. **Diversity** – Non dominant cultures, identities, perspectives, and experiences are celebrated, embraced, and inform direction. **Equity** - The structural, cultural, and relational inequities experienced by oppressed groups must be courageously recognized and dismantled. **Inclusion** - All people feel welcome, valued, and empowered to contribute to, and participate in, community. **Love** - Loving, healthy relationships are critical for children in the first five years of life and benefit the child, the family, and the entire community.

### Position Description

The Early Childhood Family Support Specialist provides support and technical assistance to families in the content areas of family partnerships and engagement, community resources and collaborations, support service delivery, training and mentoring, monitoring, reporting, and applying best practices facilitating access to early childhood resources.

**Supervisor: Programs Manager**

**Classification: Full Time, Non-Exempt, Hourly**

**Starting Wage: \$17.50 - \$19.00 per hour**

**Full Wage Range: \$17.50 - \$23.00 per hour**



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## **ESSENTIAL JOB RESPONSIBILITIES:**

### **Early Childhood Family Support**

- Assist new and current families with EI Nidito program enrollment paperwork and documentation
- Work with families that need tuition support to find appropriate resources and complete applications, such as CCAP or sliding scale
- Help families complete applications for State or District programs within EI Nidito as needed, including but not limited to, Early Head Start, Head Start, and Universal Pre-K
- Maintains a manageable caseload of needs and goals assessments as identified through the family pathways process, by conducting home visits or attending with direct service staff as needed
- Work collaboratively with families towards the general goals of increasing family stability, improving family functioning and increasing the self-sufficiency of the family
- Assists families develop feasible goals that help the child function better in the home, school, and community through promoting a system of care and appropriate social emotional skills and abilities.
- Facilitate care coordination with multidisciplinary teams as appropriate to ensure wrap-around services are in place
- Work in collaboration with community members to understand needs, gaps, and community issues.
- Plan, organize and conduct outreach, education, and advocacy activities
- Work in collaboration with agencies and members of the community to bring community voice to inform and influence decisions that impact their lives.
- Coordinates all outreach, navigation, educational and enrollment activities in Spanish and English
- Ensure connection and referrals to TFC/LF programming
- Assist in organizing and facilitating additional community education classes as requested
- Maintain proper certifications for community education classes as established by the center's programming

### **Data Collection and Documentation**

- Runs data reports and compile additional data for reporting and to analyze for trends and patterns, complete timely data entry for all program components
- Collect data (attendance lists, evaluations) to document the delivery of the classes
- Maintain accurate, up-to-date records and files on all outreach and education conducted, including any documentation regarding the requirements for eligibility and compliance with services
- Recording and tracking program expenditures within the approved budget

**Assist with other assigned duties and tasks as deemed necessary and relevant to the position.**



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## **QUALIFICATIONS AND SKILLS:**

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. Also must pass a state and federal background check.

### **General Skills**

- Knowledge and commitment to the mission, vision, and values of The Family Center/La Familia and demonstrates behaviors that are consistent with our values
- Understanding of racism, oppression, liberation and commitment to ongoing learning about their dynamics in working with families, particularly families of color
- Passion for social justice, leadership development, education, and advocacy
- Identify the skills and leadership of the community to create positive change in their own community (work "with" not "for")
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to establish and maintain effective working relationships with a diverse team of staff, as well as various internal and external stakeholders
- Be flexible and open to change and unexpected circumstances as they arise

### **Experience**

- Knowledge and understanding of needs among the Spanish-speaking and Latinx community, particularly among families with children 0-5
- 2-3 years working with Latinx community members or 1-2 years program coordination
- Knowledge of available resources
- Understanding of issues facing the Latinx community

### **Education**

- High School Diploma or GED

### **Language Ability**

- Ability to read, analyze, and interpret business documents, and technical procedures
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions
- Transparent, open, and positive communication
- Positive relationships and collaboration with the Latinx community. Trusted and respected by the community
- Ability to communicate clearly about issues that impact the Latinx community (health topics, resident rights, housing, economic opportunity, barriers to equity...)
- Written and spoken bilingual fluency in English/Spanish, native Spanish speaker preferred

### **Financial and Math Ability**

- Ability to record and calculate outreach efforts and program attendance
- Ability to review, understand, and follow basic equations and tables for program eligibility



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### **Computer Skills**

- To perform this job successfully, an individual should have strong knowledge of Word Processing software; Spreadsheet software; Internet software; including but not limited to; Word, Excel, Outlook, PowerPoint, Mail Merges, and database management

### **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 frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear.

### **EMPLOYEE BENEFITS:**

- Paid sick time to begin accrual immediately upon hire
- Paid vacation time to begin accrual the start of the payroll period after 60 days full time employment
- Health insurance, partially employer covered, beginning the first of the month following 60 days full time employment
- Vision, and dental insurance, at the employee's expense, beginning the first of the month following 60 days full time employment
- Paid holidays, including the week between Christmas and New Year's
- Supplemental and disability insurance available
- Retirement plan contributions available

January 2023

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