

**Dunebrook, Inc.**  
**Job Description**

**Job Title:** Parent & Family Education Program Coordinator

**Reports To:** Executive Director

**FLSA Status:** Exempt

**Prepared By:** Jeanne Ann Cannon/Lena Ritchie

**Prepared Date:** 1/27/2020

**Approved By:** Jeanne Ann Cannon

**Approved Date:** 1/27/2020

**Summary**

Directs and coordinates activities and overall operation of the Parent & Family Education Program.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Directs, instructs, and assists Parent & Family Education staff in the development of structure and guidelines for parenting groups/home visits and in the presentation of the program curriculum.

Coordinates marketing, outreach and promotion for the program; coordinates with DCS/Courts and other sources for program referrals.

Recruits, hires, and supervises program staff and volunteers/interns.

Completes all required training and provides skill building, training, consultation and support to program staff as identified and needed to ensure quality service delivery and program outcomes; holds program staff meetings/in-service trainings.

Ensures data and recordkeeping is being entered in a consistent, accurate and timely manner and that data is well maintained. Provides service data to Administrative Services Director monthly and to Grants & Communications Director as needed for grant funding applications.

Assists with grant/funding applications and reporting as needed/requested.

Adheres and ensures that all organization activities and operations are carried out in compliance with local, state and federal regulations and laws governing business operations.

Adheres to service standards and requirements of all funding/grant sources.

Establishes a service plan to use as a guide for service for each family that includes program curriculum and reviews and assigns families/cases to staff for services.

Maintains services at the home or community location most comfortable to the

family and as determined most beneficial for them.

Provides parenting and life skill curriculum and coaching for participants in individual, family and/or group settings as appropriate and models nurturing attitudes for participants during visit sessions and establishes a trusting relationship with families by initiating and maintaining regular contact.

Maintains familiarity with community resources and/or possesses skills to identify and utilize such resources.

Maintains confidentiality of program participants.

Meets with Executive Director as needed/requested and attends regular staff meetings, supervisions, in-service trainings, and other meeting/trainings as required.

Participates in community education fairs and work-related group activities and events.

### **Education and/or Experience**

Bachelor's degree in human services (social work, psychology, sociology, family counseling, early childhood, education or nursing) from four-year College or university required. Experience managing a program and facilitating group programming required.

### **Knowledge, Skills, and Abilities**

Strong interpersonal communication skills; experience facilitating group programs; excellent organizational skills; knowledge and understanding of community resources; knowledge of maternal-infant health and concepts of child abuse and neglect; understands the dynamics of child abuse and neglect and demonstrates the foundational skills necessary to apply this knowledge; able to manage assigned caseload and related work responsibilities; excellent communication skills, including leading conversations and listening; ability to speak effectively with families during visits; sensitivity and awareness of cultural differences, non-judgmental, objective-thinker; strong analytical and organizational skills; ability to interpret a variety of instructions and solve practical problems; ability to write objectively, compose reports and correspondence; demonstrates the ability to offer support and encouragement, is motivated to learn new skills; proficient in Microsoft Office programs, including Word, and Excel and navigating the Internet; ability to learn new software; and ability and temperament to work as part of a team.

### **Physical Demands and Working Conditions**

The employee is required to have the visual to view computer terminal, perceiving and transcribing data (keyboarding) with accuracy and understanding written narrative. Communication with telephone callers and associates requires an ability to express oneself as well as perceive and exchange ideas. The employee is exposed to environmental conditions including noise levels that cause the worker to shout in order to be heard; client home conditions may not be clean resulting in odors and insects; client home conditions may be close quarters with

inadequate seating requiring the employee to kneel, crouch or stand for long periods of time. The employee may be required to ascend and descend stairs or ladders, balance on unstable surfaces while working in client homes. Work may include walking long distances, and exerting force up to 50 pounds to lift and move objects. Classes may take place inside or outside. The employee is required to work a flexible schedule to meet the needs of program clients.

Dunebrook, Inc. is an equal opportunity employer and does not discriminate in the recruitment, selection, employment, training, promotion, or transfer of qualified personnel, or in the administration of personnel practices based upon age, sex, race, ethnicity, nationality, disability, or religion.

The job description focuses on the essential functions of the position. Other duties may be assigned from time to time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Employees are required to pass a criminal background check on an annual basis and hold a valid driver's license and auto insurance.

**I have reviewed this job description with my supervisor. By signing below, the employee acknowledges that they are aware of the scope, responsibilities and requirements of this position.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date