



**Family Connections, Inc.**

**Child Care Resource & Referral Agency**

**Serving Sheboygan, Manitowoc, & Fond du Lac Counties**

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2508 S. 8<sup>th</sup> Street • Sheboygan, WI 53081 • 920.457.1999 • 1.800.322.2046

## **Job Description**

### ***Welcome Baby Program:***

A program of the Sheboygan County Community Partnership for Children

**Position Title:** Early Childhood Consultant-Family Resource Specialist

**Reports to:** Matricia Patterson, Executive Director, [matriciap@familyconnectionscc.org](mailto:matriciap@familyconnectionscc.org)

**Application deadline is August 8, 2016**

**Position:** A full time position, 30 hours with increase to 40 Hours

**Term:** 1 to 3 year contracted position contingent upon funding

**Rate of Pay:** \$16.00 Hour

**Proposed Starting Date:** September 12, 2016

### **Position Summary:**

The ***Early Childhood Consultant-Family Resource Specialist*** will work in collaboration with the ***Parent Educator*** to manage the ***Welcome Baby Program***. The ***Welcome Baby Program*** is a Sheboygan County parenting program working in collaboration with area hospitals by providing first time parents with a ***Welcome Baby*** visit in the hospital and appropriate follow up services. The Family Resource Specialist will meet with first time parents to Welcome their Baby, discuss county resources that will support their parenting needs, and provide information that connects these families to a continuum of community resources. The Parent Educator will respond to referrals made by the Family Resource Specialist for the Parents as Teachers Home Visitation Program. The Family Resource Specialist and Parent Educator will work as a team in meeting the needs of first time parents, data collecting and creating a comprehensive system of effective services and communication.

### **Tasks and Responsibilities:**

Within the limits of the agency's program, policies and procedure, the Family Resource Specialist **is** responsible for the services listed below and is accountable to the agency's Executive Director.

### **Direct Service:**

- Represent the Community Partnership for Children initiative focused on access to community resources for families with young children, through resource handouts, warm transfers and direct connection to referral source.
- Visit with first time parents and offer a welcome baby gift, and assess the strengths and needs of families at the hospital after their baby is born.
- Build a positive relationship with families, provide referrals to a continuum of updated and accurate community resources, follow up with families, and document met/unmet needs.
- Provide evidence based child development education and work in partnership with a Parent Educator to directly refer families that qualify for in-home visitation.
- Update referral materials given to families as needed and provide program evaluations.
- Performance of other related duties as assigned.

### **Community Relations:**

- Develop and maintain a strong relationship with staff at related community resources and CPC partners.
- Attend and participate in Community Partnership for Children workgroups.
- Participate in state, local and agency committees appropriate to level of responsibility.

#### **Administrative:**

- Update and maintain a database of client records.
- Appropriately and accurately input data from Welcome Baby visits into a shared database system.
- Provide clear and accurate documentation of case notes after parent interaction, resources provided, telephone interactions, and follow up.
- Provide statistical and demographic information that will assist in program assessment and further development.
- Prepare required reports on data, analysis, outcome, and other report as scheduled and upon request.
- Attend initial and on-going education, trainings and conferences as identified.
- Work in partnership with the Sheboygan County Community Partnership Coordinator to further develop and coordinate the Welcome Baby Program.

#### **Qualifications/Skills:**

- Bachelor Degree in Social Work or Early Childhood Education.
- Ability to attend on-going meeting, to demonstrate flexibility, provide input and commitment to a developing program.
- Excellent communication and written skills.
- Excellent interpersonal, engagement, and relationship building skills.
- Strong organizing, program development and coordination, and communication and computer skills (Excel, Word, PowerPoint).
- Respect for families of diverse socio-economic status, race, ethnicity and ability to engage them in dialogue regarding personal issues.
- Strong knowledge of Sheboygan County's resources.
- Knowledge of family systems, child abuse and neglect prevention, maternal child health and child development.
- Skills in quantitative and qualitative reporting, data collection, and data systems, a plus.
- Valid Wisconsin driver's license, insurance, and with a personal vehicle for hospital visits.
- Comply with a background check and hospital volunteer screening program, which includes up-to-date immunizations and flu shot.
- Bilingual English with fluency in Spanish or Hmong language preferred.
- Willingness to become a Certified Referral Specialist.

#### **Benefits:**

- Health Insurance, paid vacation and personal leave, disability insurance, 403b retirement \

#### **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.

While performing duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear and taste and smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals and disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is moderate.

Family Connections is an equal opportunity/affirmative action employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you are interested in applying for this position, please email your cover letter, resume, and references to [info@familyconnectionscc.org](mailto:info@familyconnectionscc.org).