



Family Services Coordinator

Family Developmental Center

Welcoming

Agency Overview

Founded in 1889, Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social-services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, and the elderly and disabled people, thus improving the quality of life for all San Franciscans.

Strength Based

Program Description

Family Development Center offers a developmental childcare and school-readiness program for infants and toddlers (2weeks to 3years, 8months) and their families. FDC provides a nurturing, developmentally challenging, and inclusive environment for very young children of low income, at risk families, including those involving violence, abuse, teen parents, the involvement of Child Protective Services, or the criminal justice system. Infants from CPS referrals and teen parents in Cal Safe are a priority. FDC also offers a mainstreaming model for medically fragile and developmentally delayed infants and toddlers. Blending clinical and educational components, the program provides assessment, Individual Education Plans, and a play-based curriculum. Additionally, FDC offers family support, parent education, speech therapy, occupational and physical therapy, and psychological therapy for children and families.

Culturally Relevant

Team Implemented

Job Description

Perform family needs assessments to identify resources/ services needed. Provides and connect parents with resource and referral information for additional services as needed. The Family Services Coordinator is responsible for promptly filling any vacancies in the GGRC and MOLERA Funded slots in order to meet contract requirements. Development and coordination of services to provide special support, therapeutic and educational services to children with special needs funded under GGRC/ MOLERA and to FDC children enrollment at large. Coordination requires oversight of all therapeutic and on site clinical services/documentation, follow- up on referrals, minimizing any duplication, and maintaining a service agency resource base for referrals. In collaboration with Child Development Specialist, identifies children under CDE funding who may need an assessment and/ or early intervention services. Is responsible for outreach, recruitment and intake/assessment of clients with special needs. Is liaison with other providers participates in service coordination activities with the SF Unified School District as needed. Additional duties as needed.

Recovery Oriented

Family Oriented

Program Specific Responsibilities

- Conducts and facilitates the initial Intake, parent orientation and program tours.
- Assists families in identifying strengths, developing goals, and assessing available resources through an initial family assessment process.

Advancing the Field

- Provide families Resource and Referral information for additional services (i.e Crisis intervention, Food, Housing, Employment, Nutrition, etc)
- Assists with the coordination and planning of parent activities and parent educational programs.
- Plans and conducts outreach activities to provide information to the community on Family Developmental Center- Early Intervention programs (through presentations, forums, fairs, etc.).
- Is responsible for identification of child's/ family service need, provision of such service and coordination of all services and referrals.
- Is responsible for promptly filling any vacancies in the GGRC and MOLERA Funded Programs in order to meet contract requirement. Maintains contact with health clinics and hospitals, as well as early childhood special needs community in order to maintain comprehensive source of referrals for medically fragile children or children with special needs.
- Responsible for monitoring enrollment & attendance of children under GGRC/ MOLERA funding sources , schedules make-up days daily to maximize monthly attendance participation.
- Prepares a monthly services report of the children receiving a service every six months and updates as necessary based upon consultant reports, developmental testing, classroom data submitted by classroom teachers, and other information such as that received in parent conferences.
- Responsible for completion of monthly /quarterly/yearly reports which reflect contract compliance and documentation for funding agents including GGRC/ MOLERA reports. Coordinates data compilation to ensure timely completion and submission of reports.
- Participates/ Coordinates ongoing in-service /trainings for staff & parents as needed, arrived at through consultation with Child Development Specialist, Site Supervisor, Mentor Teacher, Nurse and Director.
- Serves as a liaison between the Social Services team and the various FDC work units. Meets regularly with FDC Site Supervisor in order to plan, coordinate and problem-solve issues relating to the children and families and Child Care Program.

Minimum Qualifications

- Minimum two years experience working directly with special needs children and their families and conducting training groups
- Bachelor's degree in Social Work, Child Development or related field
- Must pass a Department of Justice fingerprint clearance and a Child Abuse Index, Health Screening and TB Test as required by licensing.
- Must adhere to the principles of Early Childhood Education and the NAEYC Code of Ethics
- Working knowledge of a variety of computer software applications (i.e. Microsoft Word, Excel and Access, PowerPoint, Adobe Acrobat
- Knowledge of and sensitivity to the cultural background of the children and families being served
- Knowledge of San Francisco child care and family services communities preferred
- Knowledge of the child development field as well as dynamics of low-income families
- Commitment to social justice, empowerment of families and support for diversity
- Strong coordinating, organizational and time management skills
- Strong communication skills
- Strong Interpersonal skills
- Strong leaderships skills
- Ability to prioritize projects and follow through
- Ability to work independently under broad supervision
- Ability to lift and carry up to 20 pounds and to bend, stoop, walk and reach overhead, Physical agility to push/pull, squat, twist and turn
- Ability be a team player with a welcoming attitude

- Interest and experience working with person from diverse populations and language backgrounds in the development of skills in assisting children with language development and assessing potential language delays
- *Bi-lingual in Spanish/English required

Additional Information

Dept: Children, Youth and Family Division

Position: 100% (M-F 8-4)

Reports to: Associate Director

Salary: DOE

New

Replacement

SEND RESUMES TO:

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