
Job Description - Family Steps Parenting Coordinator (part-time)

Ozaukee Family Services is a non-profit agency located in Grafton, WI with a 45-year history of *“Improving Lives to Help Individuals and Families Succeed”*.

We are currently seeking a part-time (16 – 20 hours per week) Family Steps Coordinator to provide parenting education and support to parents of children between the ages of 0 – 18. We receive referrals from a variety of sources including schools, pediatricians, community agencies, Child Protective Services and self-referrals. Services are provided through a combination of home, office and community visits.

The Family Steps program utilizes family centered and strength-based interventions with the goal of strengthening the parent-child relationship; assisting parents in improving their skills to increase the family’s ability to problem solve and assume the role of advocate for themselves and their children.

KEY RESPONSIBILITIES:

- Employ social work skills of client engagement, assessment, intervention, empowerment and evaluation.
- Establish trusting relationships with at-risk families by delivering service that are culturally competent, strength-based, family centered, and family directed.
- Provide service in a way that demonstrates awareness and sensitivity to client cultural values.
- Meet with parents/family through a combination of home and community visits throughout Ozaukee County as well as in our office.
- Advocate for the rights and preferences of families in situations deemed appropriate by family and the program goals and objectives.
- Link assigned families to appropriate community resources and services.
- Engage families to support positive child development and parenting practices through modeling, coaching, teaching and providing positive reinforcement.
- Facilitate behavior modification in family members and develop nurturing family relationships.
- Monitor, document and communicate families’ progress toward achieving service goals.
- Communicate and work collaboratively with other agencies to support family goals.
- Provide scheduled appointments with clients during times that are convenient to the families served. Approximately 50% of client appointments typically fall in the after school and early evening time frames.
- Complete timely and accurate paperwork/documentation including progress notes and data for agency reports.

REQUIREMENTS:

- Bachelor’s Degree in social work or related human service field. 1 or more years of experience working with families of diverse ethnic, cultural and socioeconomic backgrounds in a home visitation setting preferred.
- Knowledge of community resources and capacity to maintain strong working relationships with collaborating agencies.
- Knowledge of child abuse and neglect prevention, child development and positive parenting strategies.
- Respect for families of diverse socio-economic status, race, ethnicity and ability to engage them in dialogue regarding personal issues.
- Ability to model and redirect parents in their guidance, discipline and nurturance of their children.
- Ability to engage families and children who are dealing with safety issues and other related problems to improve family functioning with the goal of ensuring positive child development.

- Demonstrated ability to make sound judgments, problem solve using critical thinking, use supervision effectively and take independent action if needed to ensure child safety.
- Strong organizational, written and verbal communication and computer skills (Office 365/Microsoft Office Suite).
- Valid driver's license, acceptable driving record, proof of personal auto liability insurance coverage. Personal vehicle must be in good working order. Mileage reimbursement is provided for travel.
- Flexible schedule with availability to work two or more late afternoon/early evening shifts.

Ozaukee Family Services offers a generous paid time off policy including paid holidays, retirement plan with employer contribution, flexible scheduling and a warm, collaborative and compassionate work environment.

HOW TO APPLY:

Please submit resume **and** cover letter (applications without a cover letter will NOT be considered) to: Nanci Schiman, Associate Director OFS, 885 Badger Circle, Grafton, WI 53024 OR email to nschiman@ozaukeefamilyservices.org