



## **Job Description**

POSITION TITLE: Partnership for Children Coordinator

CLASSIFICATION: Program Manager

POSITION SUMMARY – The Partnership for Children Coordinator will be responsible for the coordination of a community initiative to ensure a seamless continuum of services for children and their parents that encourage childhood success and reduce poor outcomes. In this role, the Partnership for Children Coordinator will work with partner agencies and other stakeholders to identify community needs, facilitate community planning to address those needs, and implement and expand services and resources. The Partnership for Children Coordinator will also be responsible for data collection and analysis related to the community initiative.

### POSITION QUALIFICATIONS –

- Bachelor's Degree in human services required (social work, psychology, sociology, family counseling, early childhood, education, nursing).
- Experience and skills in facilitating community planning and collaboration requiring consensus among community agencies.
- Knowledge of community agencies/organizations.
- Knowledge of maternal-infant health, child development and concepts of child abuse and neglect.
- Experience in providing services to culturally diverse communities/families and the ability to be culturally sensitive and appropriate.
- Current and valid driver's license and liability insurance.

### TECHNICAL COMPETENCIES –

*The Partnership for Children Coordinator will...*

#### Community collaboration

- Work with partners and other community supporters to plan, implement, and coordinate community initiatives in the areas of home visiting, early care and education, parent education, substance abuse prevention, teen pregnancy prevention, and public awareness.
- Coordinate established work groups of the Partnership for Children to plan and implement a community-wide childhood strategy.
- Monitor and follow-up on Partnership for Children initiatives to ensure successful implementation.
- Work with partner agency representatives to ensure coordinated efforts and non-duplication.
- Complete and distribute agendas and minutes for all Partnership meetings.

#### Reporting/Documentation/Evaluation

- Identify/develop and implement approved evaluation measures for Partnership for Children initiatives.
- Collect and analyze data to inform partner agencies and the community about its effectiveness in meeting the needs of young children and their families.
- Produce outcome data and provide summary reports to community and funding sources of the Partnership for Children.

#### Development and management of program services

- Develop and distribute information about the Partnership to inform the community.

- Monitor budget expenditures to ensure Partnership operates within budgetary guidelines.
- Complete and/or assist with the completion of funding/grant applications as assigned.
- Implement a community education campaign to promote healthy childhood development and positive parenting.

Human service knowledge and abilities:

- Keep informed of developments in the field of early childhood and community collaboration.

Supervision

- Meet with supervisor as required to discuss Partnership activities and inform supervisor about status and needs.

**CORE COMPETENCIES**

*As a CYFS Employee, the Partnership for Children Coordinator will...*

Communication

- Maintain appropriate lines of communication within the agency.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and current programs.
- Know, understand and be able to communicate the agency's philosophy and mission.

Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients, colleagues and donors.

Planning/ Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Demonstrate problem solving, learn/use equipment/technology and use resources in a responsible manner.
- Report routinely to supervisor and utilizes supervision to provide quality services.
- Adhere to the guidelines of the agency set forth in the Agency Manual.
- Attend and participate in scheduled training seminars and on-going general agency staff and program team meetings.
- Perform basic administrative tasks, including reports and statistical summaries, and other duties, not listed here, deemed necessary for the well-being of the agency.