



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Family Educator/Resource Advocate** meets program, family and community needs by developing, scheduling, and delivering multi-session, evidence-based and informed parenting curriculums) as well as professional trainings to family serving professionals throughout the county. Responsible for developing, scheduling, and delivering training to meet identified needs and tracking, reporting, and coordinating delivery of services. The Family Educator works with the Community Services Director and or other assigned staff to assist in reporting functions, including state and database entry for tracking of services to families and community activities.

Responsibilities include but are not limited to: Community outreach, assisting with annual needs assessment and annual prevention plan development and execution, for the program, assessing needs of the clients and families and communities served; assuring compliance with program requirements, including reporting requirements; assure and promote coordination with internal and external providers, referral sources and community partners; and provides education and support as identified for program participants. The Family Educator's overall goal is to provide education and individual/family support services including education, advocacy, resource identification, advising, support and service coordination and follow-up. Work aligns with agency mission in all aspects of work.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Delivers professional training as assigned.
2. Delivers parent education training offered through Waldo County Prevention Council
3. Enters all required data and reports to include evaluations and surveys into the required Agency and or state systems.
4. Attends Educator Meeting as scheduled by MCT.
5. Attends ongoing MCT
6. Maintains working knowledge of approved training curriculums offered by MCT.
7. Assists in developing and implementing methods to assess and evaluate the effectiveness of training.
8. Organizes and manages logistics for training to parents and professionals by maintaining a calendar, securing locations, and promoting the class.
9. Maintains knowledge of referral systems, voucher programs, and consumer education to inform families, community stakeholders, and childcare professionals of relevant information and resource advocacy efforts.
10. Obtains history and relevant information from customer and/or family; assesses and prioritizes customer stakeholder needs; identifies resources; builds rapport with individuals, families and stakeholders.
11. Develops, coordinates, and monitors a network of services and resources tailored to the needs and interests of the customer; acts as a liaison between customers and agencies; arranges services with other providers as indicated in case plan; assists customer(s) with completing applications for services.
12. Establishes a relationship with providers and resource network; maintains ongoing contact with customer to reassess and monitor goals.

### Position Title:

Family Educator/ Resource Advocate

### Department:

Community Services

### Reports To:

### Supervises:

N/A

### FLSA Status:

Non-Exempt

### Salary Range:

10

### Last Revised/Approved:

May 2023

13. Networks with area agencies and arranges for services for emergency food, shelter, clothing, etc.; follows-up with customers and agencies to monitor compliance with services.
14. Tracks and maintains consumer and program outcomes for services.

**Assists with program reporting requirements by:**

1. Managing referrals and discharges for program services
2. Providing information for reports as needed
3. Maintaining ongoing census/data reporting into identified record and tracking systems
4. Assisting with program required monthly and quarterly reporting for contracts and funding
5. Assisting in developing/measuring and reporting of performance outcomes

**Maintains program operations by:**

1. Following policies and procedures for efficient and effective delivery of services
2. Maintaining record-keeping and data entry processes to document services and outcomes
3. Implementing recommendations for improvement to service
4. Ensuring appropriate documentation according to policy and regulatory oversight requirements
5. Collaboratively working to assess standards, processes, and protocols for efficient work flow
6. Participating in supervision and staff meetings
7. Managing program related expenses in a cost-effective manner

**Collaborates with peers/colleagues within agency and across programs by:**

1. Providing added individual and program consultation as needed
2. Ensuring appropriate interdepartmental coordination of services
3. Accepting, coordinating and facilitating referrals across program to meet needs.

**Maintains professional standing and certifications by:**

1. Participating in all trainings, supervision, and consultation activities
2. Understanding and following established agency and program policies and procedures
3. Maintaining appropriate confidentiality regarding client or staff related information
4. Seeking consultation as needed and participating in the supervisory process
5. Attending meetings as required

**Assures collaborative working relationships and communication outside community agencies by:**

1. Collaborating with community agencies to insure collaborative and coordinated services including education and training, linkage, referral, team meetings and planning to meet needs.
2. Identifying and resolving system and communication breakdowns that present barriers to consumer needs
3. Assisting with identifying and resolving external system and communication breakdowns to assist with consumer need
4. Facilitating consumer connections to other needed services, community resources and natural supports
5. Representing the agency in a professional manner
6. Act as liaison between program services and other programs and relevant partnering agencies
7. Ensuring smooth and responsive referral processes for services and program

**Professional Development**

1. Maintains necessary certifications and continuing education requirements needed to provide programing to targeted audiences.
2. Completes all necessary training needed to provide professional and parent education training.
3. Participating in required and elective staff development activities in accordance with the individual staff development plan
4. Keeps up to date on program regulations including state or federal that govern all aspects of the work and provision of services

**Leadership & Teamwork**

1. Builds cooperative goals and relationships of mutual trust.

2. Demonstrates effective communication skills in building relationships with all employees and clients.
3. Collaborates with all partner agencies to assure effective communication processes across agencies.
4. Adheres to the policies in the use of computer technology and all tele-communication devices.

### **Safety and Wellness**

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

### **Non-Essential Duties and Responsibilities:**

1. Performs additional duties as assigned.

## **GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Knowledge of all WCAP and Community programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by the Incumbent 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 the duties of this job, the employee is required to stand and sit for prolonged periods of time; walk; use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; bend and reach; lift and carry up to 15 pounds on a regular basis, and up to 35 pounds occasionally. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus. The employee is required to travel about the organizations catchment area as needed.

## **WORK ENVIRONMENT**

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

The usual work environment may be indoors in an office setting, outside in locations where homeless persons/families may frequent (woods streets parks). Client homes or locations where client activities are taking place. Some work is indoors, or group meeting room or other organizational locations, community settings (shelters, soup kitchens), individuals home, or a client units in the community. Occasional meetings/visits with other organizations and other program departments will require the ability to transfer oneself to another office or place of business or external entity site in the community. Risk of exposure to

work hazards and undesirable environmental conditions may occur but is minimal. Noise level ranges from quiet to moderate. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## **QUALIFICATIONS NEEDED FOR POSITION**

### **General Requirements:**

The following experience and skills are considered essential:

- Ability to meet WCAP background clearance requirements.
- Must have valid driver's license, adequate transportation and ability to meet and maintain WCAP's minimum insurance standards.

### **Skill Requirements:**

The following experience and skills are considered essential:

- Three years working in a social, family, child development, education, or human services field.
- Experience with assessment, linkage, and referral to community services
- Experience working with outreach and/or case management services with families, background in homeless services, family services, and/or educational services is preferred.
- Understanding of behavioral health needs and systems a plus
- Knowledgeable of local and mainstream resources and processes for accessing those resources
- Ability to interact with individuals and families experiencing challenging circumstances on a daily basis
- Ability to demonstrate sound interpersonal skills (in person and over the phone) with a variety of individuals, including but not limited to individuals, families of consumers, staff, caseworkers, other external resources and stakeholders
- Ability to work effectively, efficiently and cooperatively as part of a team
- High degree of organizational skills and accuracy.
- Ability to work independently with little supervision.
- Ability to work in a variety of computerized computer software including word processing, spreadsheet, and database applications, and peripherals.
- Proficient in Microsoft Word, Excel and Outlook.
- Ability to complete and maintain up-to-date reports and charts
- Ability to demonstrate strong written skills, including, but not limited to, sound knowledge of spelling and grammar principles
- Ability to plan, organize and manage multiple tasks
- Ability to interpret regulations and ensure confidentiality

### **Education and Skill Requirements:**

The following experience and skills are considered essential:

- BA/BS degree in Human Services or related field; Associates with additional experience may be considered.

### **Preferred Licensure of Certification:**

- Current or conditional State of Maine licensure in Social Work LSW preferred or MHRT C preferred.

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

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*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

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Employee Signature

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Date

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Supervisor Signature

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Date