POSITION TITLE: Family Resource and Community Services Coordinator
RESPONSIBLE TO: Head Start/Early Head Start Director
WORK SITE LOCATION: Montevideo Office
HOURS OF WORK: 40 hours/week, 52 weeks/year
DAYS PER WEEK: Monday – Friday: 8:00am – 4:30pm, excludes 30 minute lunch break
SALARY RANGE: $23.00 - $25.00, based on education and experience
STATUS: Regular Full Time/Non-Exempt

JOB SUMMARY:
To responsibly plan, coordinate, implement, and evaluate programs and services that support individuals, children, families, and communities. To work collaboratively with agency staff, community partners, government agencies, schools, healthcare providers, and other stakeholders. To identify and reduce barriers that impact family stability, self-sufficiency, and overall well-being. To ensure all programs operate in accordance with Prairie Five CAC Inc. policies and procedures, Community Action principles, grant requirements, and applicable federal, state, and local regulations. To ensure that the program complies with Head Start Performance Standards, Minnesota Department of Children, Youth and Families (DCYF) regulations, and Minnesota Department of Education (MDE) regulations.

PRIMARY JOB FUNCTIONS:

1. Coordinate and oversee family resource and community support services provided by Prairie Five CAC Inc.
2. Supervise and support the Family Resource Center outreach staff in various locations within the 5-County service area.
3. Assist in developing, implementing, and evaluating programs that address the needs of low-income individuals and families.
4. Monitor program activities to ensure compliance with agency goals, grant requirements, and performance measures.
5. Collaborate with leadership staff to establish program priorities and identify emerging community needs
6. Support continuous quality improvement efforts and recommend enhancements to programs and services.
7. Develop and maintain collaborative relationships with schools, healthcare organizations, social service agencies, local governments, nonprofits, and community stakeholders.
8. Promote awareness of Prairie Five CAC Inc. services through community outreach, presentations, special events, and public information campaigns.
9. Participate in community coalitions, advisory committees, and interagency meetings.
10. Advocate for families and individuals by connecting them with appropriate resources and services.
11. Ensure compliance with federal, state, and local laws, grant requirements, agency policies, and nonprofit standards.
12. Maintain accurate program documentation, records, and participant data
13. Prepare and submit reports in a timely and accurate manner as necessary.
14. Assist with grant monitoring, audits, and program evaluations.
15. Maintain confidentiality in accordance with applicable laws and agency policies.
16. Assist with budget development, monitoring, and management of assigned programs and service area as well as follow agency procurement, purchasing, and financial procedures.
17. Monitor the use of program resources to ensure accountability and efficient stewardship of funds
18. Assist with identifying funding opportunities and supporting grant-related activities when assigned.
19. Participate in recruitment, orientation, training, and professional development activities while providing guidance, support, and training to staff, volunteers, interns, and community partners as appropriate.

20. Maintain current knowledge of best practices, emerging trends, and regulatory changes affecting community services and nonprofit organizations.
21. Travel throughout the service area as required.
22. Attend required meetings and trainings.
23. Regular and reliable attendance is an essential function of this job; contact supervisor immediately if absent.

SKILLS AND QUALIFICATIONS:

1. Bachelor's or Associate's degree preferred, but not required, in Social Work, Human Services, Education, Family Studies, Community Development, or a related field.
2. Minimum of three years of progressively responsible experience in nonprofit management, community services, human services, program coordination, or related fields preferred.
3. Experience working in a Community Action Agency or nonprofit organization, community outreach, partnership development, or program management preferred.
4. Knowledge of poverty-related issues and resources available to underserved populations.
5. Trauma-informed and family-centered service approaches
6. Ability to keep accurate, up-to-date documentation with follow-up.
7. Ability to organize schedules.
8. Ability to be sensitive, respectful, and accepting of all families and individuals.
9. Demonstrate agency and program values in job performance.
10. Possess and maintain the necessary skill level in technology systems and software required to perform individual job duties.
11. Maintain confidentiality in accordance with agency policy and federal and state regulations.
12. Knowledge of area and population to be served.
13. Ability to speak in front of large groups to inform the public and stakeholders about the FRC.

AGENCY REQUIREMENTS TO OBTAIN & MAINTAIN EMPLOYMENT:

1. Have a valid driver's license and access to an automobile.
2. Complete a Defensive Driving course every three years.
3. Must pass a background check.
4. Pass an initial TB screening.
5. Pass an initial physical.

JOB RESTRICTIONS:

While performing duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Job may require lifting up to 60 pounds.

The physical demands described above are representatives 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.

THIS JOB DESCRIPTION IS NOT INTENDED to be all-inclusive, and employee will also perform other REASONABLY RELATED BUSINESS DUTIES as assigned by immediate supervisor and other management, as required. This does not constitute a written or implied contract of employment.