



JOB POSTING

TITLE: FAMILY PARTNER PROGRAM COORDINATOR – BILINGUAL SPANISH
REPORTS TO: PROGRAM DIRECTOR
STATUS: FULL TIME

OUR MISSION & VISION

The Brighter Beginnings mission to “*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, *Every family matters, and every child deserves a happy, healthy future.*”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization, and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with 6 locations in Oakland, Richmond, Bay Point, Antioch, and Pleasant Hill. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of challenges they faced in their own families.

POSITION SUMMARY

The Family Partner Program Coordinator –Spanish Speaking is an integral member of the Early Childhood Mental Health Treatment Team, bringing the parent’s/guardian’s perspective and the integrity of the individual family’s culture in the care and support of the child. This is accomplished both internally within Brighter Beginnings and externally by representing the value of family participation and partnership in community venues. The Family Partner works in a non-judgmental and respectful manner, closely with families whose young children are receiving early childhood mental health services, while assisting the family in accessing needed services, promoting independence and advocacy skills within the family.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Primary caregiver of a child with behavioral health or developmental challenges who has previously or is presently utilizing services, ie: special education, early childhood mental health, social services or Regional Center.
2. Experience in navigating at least two child serving systems preferably in Alameda County.
3. Strong English verbal and written communications; Spanish speaking skills sufficient to convey accurate verbal information to monolingual Spanish Speaking clients.
4. Experience working with young children and families in some capacity.
5. Willingness to work with families with complex needs whose children are exhibiting mental health/behavioral issues.
6. Knowledge of word processing, email, internet searching and related office skills and equipment.
7. High school diploma or GED.
8. Good organization skills.
9. Ability to relate to different types of people in various circumstances and create a relationship of trust and support.
10. Must have valid California Driver’s License and insured car available for work; clean driving record sufficient to insurance companies standards.
11. Ability to work occasionally on evenings or weekends.

RESPONSIBILITIES:

1. Assists family with accessing and providing linkages to needed services.
2. Helps increase advocacy skills within families to obtain services and support.
3. Increases awareness about the importance of parent / professional partnerships.
4. Assists families in increasing their support network on behalf of the needs of their young child.
5. Assists families in their understanding of their role as their child's first teacher and their role as their child's secure base.
6. Participates in early childhood mental health treatment teams as an equal member to strongly represent the parent's perspective.
7. Completes all charting requirements.
8. Assists in the ongoing development and evaluation of the child's treatment plan.
9. Serves as a role model and mentor for parents whose children are receiving treatment services.
10. Participates in outreach and community events.
11. Participates in related trainings and workshops.
12. Participates in data collection for Federal grant.
13. Participate in Early Connections System of Care Initiative.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

SPECIAL ADA REQUIREMENTS

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the "Responsibilities" and "Qualifications" are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

BENEFITS

Competitive wages, friendly environment, two weeks of vacation (increase after 2 years of employment), 12 paid holidays; sick leave; employer paid health, dental, vision, life and disability insurance; optional employee paid dependent health coverage available, 403b retirement account, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

APPLY

Please send resume and cover letter to jobs@brighter-beginnings.org