



Position Posting – Parent Coach

Family Futures, a nonprofit in Grand Rapids striving to shape a community in which all children are supported to reach their full potential along with preventing child abuse and neglect, currently has the following Hourly, Part-Time Position available: **Parent Coach**. This individual will work 15-20 hours per week on a flexible schedule with the ability to work partially from home.

We are seeking an individual who is passionate about working with children and families and who is driven to set children and families up for success along with creating an inclusive environment for them. We offer a flexible work schedule, a learning driven culture that celebrates diversity, and an excellent opportunity to stretch yourself while making an impact in the community.

Position Summary

The Parent Coach performs follow-up phone calls with families who have stated questions or concerns, as well as families whose children scored low on the Ages and Stages Questionnaires. To further the mission of shaping a community that supports children to reach their full potential and protects children from abuse and neglect.

Primary Duties & Responsibilities

- Make follow-up communications with families
- Discuss child specific information with caregiver
- Oversee research, preparation, and mailing of parent requested information
- Create Parent Coach Follow Up Reports
- Complete follow-up documentations
- Enter all information into Connections database
- Attend Connections team, Program Staff, All Staff, and Parent Coach team meetings
- Work on team projects
- Provide training and support materials for partnering agencies
- Coordinate special projects, develop reports, and perform other duties as assigned

Required Education, Experience, and Skills

- Minimum education: Master's Degree in early childhood, social work, education, or related field; OR Bachelor's Degree in a related field and 2-4 years of experience working with children ages 0-5 years old and their families
- Availability to a mix of days, nights, and weekend hours

General Requirements

- Bi-lingual (fluent in both Spanish and English preferred)
- Experience working with diverse populations and is culturally competent
- Ability to work independently and to organize and prioritize work
- Strong communication skills
- Strong problem-solving skills and detail oriented.
- Ability to lift up to 25 lbs. as needed to complete required tasks
- Experience with supervising volunteers

Technical Competencies

- Microsoft Office software (required)
- Skill in use of e-mail and internet for communication and research (required)
- Competency in using social media communications such as Google Chat and/or Skype to provide specialized support in raising financial resources to support Family Futures through execution of their annual fundraising campaign. This role

For full position description and to apply for this position, please visit our website:

<http://www.familyfutures.net/join-us/employment/>

entails generation of non-grant revenue which results in sustainable financial growth of the organization to assist in furthering the mission to shape a community in which all children are supported to reach their full potential.

Qualified candidates should submit their resume and cover letter to Sarah Fuhs at sarah@benefitrp.com.

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