

Position Title

Early Head Start Family Community Partnership Supervisor

Time & Salary

40 hour/week

Salary is based upon experience starting at \$20/hour.

Reports to

Early Head Start Program Director

Supervises

A multi-disciplinary team of part-time and full-time program staff

Purpose

Family Building Blocks is a private, nonprofit organization that works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children six weeks to five years old. Our Early Head Start Program furthers our goal of building successful and resilient children, strengthening parents, and preserving families through comprehensive and integrated early childhood and family support services.

The Family Partnership Supervisor will engage in a process of collaborative partnership-building with parents to establish mutual trust and to identify family goals, strengths, and necessary services and other supports. Additionally, the Family Partnership Supervisor will take an active role in community planning to encourage strong communication, cooperation and the sharing of information among agencies and their community partners and to improve the delivery of community services to children and families in accordance with Family Building Blocks confidentiality policies.

Minimum Qualifications

- Bachelor's degree in counseling, psychology, human development, early childhood development or other related field.
- Masters preferred.
- Previous experience working with infants, toddlers and families in a social service setting.
- Three to five years supervisory experience in a residential, community based, non-profit or healthcare facility.
- Ability and willingness to work flexibly and collaboratively as a team member.
- Must be organized, presentable, friendly and able to handle multiple interruptions.
- Must have excellent written and verbal communication and great multi-tasking skills.

Essential Job Responsibilities

- Collaborate with Parents, Health Services, Teaching, Community Providers and other staff to assess family strengths, identify family goals, create accessibility to needed services and problem solve barriers for goals indicated on the Family Partnership Agreement, Individualized Service Plans and Individualized Family Service Plans.
- Work collaboratively with parents to identify and continually access, either directly or through referrals, services and resources that are responsive to each family's interests and goals, including:
 - Emergency or crisis assistance in areas such as food, housing, clothing and transportation
 - Education and other appropriate interventions, including opportunities for parents to participate in counseling programs or to receive information on mental health issues that place families at risk, such as substance abuse, child abuse and neglect and domestic violence.
 - Opportunities for continuing education and employment training and other employment services through formal and informal networks in the community.
- Establish procedural and documentation/data systems and relationships with community provider mindful of family confidentiality and rights of families being served.
- Provide culturally appropriate resource and educational material and programming activities based on needs expressed by families and program performance standards.
- Participate in program and agency events, meetings and trainings as assigned.
- Coordinate with and support staff and families with recruitment and enrollment processes and procedures.
- Other duties as assigned.

Other

Bi-lingual Spanish, a plus

Database management, a plus

Must be able to carry up to 40 pounds.

Must have Oregon driver's license or ability to obtain Oregon driver's license.

Experience working with families with teen parents and/or homeless families, a plus.

All potential candidates must be able to pass a background check and drug test.

Family Building Blocks offers the following benefits to full-time employees:

- Employer paid medical
- Employer paid dental
- Employer paid life (including EAP)
- Sick leave – 8 hours per month
- Vacation leave – 10 hours per month
- Personal leave – 24 hours per year
- Bereavement leave – 24 hours (as defined in Employee Handbook)
- 401K program with discretionary employer contribution
- Salary differential for bi-lingual candidates.

Position is opened until filled.

Interested applicants should forward an FBB application, resume and cover letter to:

Family Building Blocks - EHS
c/o Kelly Whitman, EHS Program Director
kwhitman@familybuildingblocks.org
Phone: 503-566-2132
Fax #: 503-566-2134
www.familybuildingblocks.org
2425 Lancaster Drive NE
Salem, Oregon 97305

[FBB Application, PDF](#)
[FBB Application, Word](#)

FBB EHS of Marion County is an Equal Opportunity Employer

