

## COPE Coordinator

**CLASSIFICATION:** Non-Exempt, Hourly

**WORK SCHEDULE:** Part-time, 20 hrs/week (Schedule determined on a quarterly basis)

Monday, Tuesday, Wednesday, Friday: 1pm to 5pm

Thursday (twice a month): 1pm to 9:30pm

Saturdays (twice a month): 8am-1pm

**PAY/SALARY:** TBD

**LOCATION:** Salem

**APPLICATION DEADLINE:** Review of applications will begin December 6, 2018. Apply immediately.

Family Building Blocks (FBB) is accepting applications for a part-time **COPE Coordinator**. This position is eligible for prorated benefits which include medical and dental coverage, paid time off.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

### **Primary Purpose**

The COPE Coordinator organizes the COPE Parenting classes and maintain required data; provides administrative coordination and program support as needed and sets a positive, friendly tone with clients and facilitators.

### **Essential Functions:**

#### **65% Class Enrollment & Logistics**

- Complete enrollment of participants, ensure the payment has been made before participating in classes
- Complete registration of all participants, complete enrollment documentation, payment, and a certification of completion.
- Ensure that a receipt is given to each participant
- Answer emails, phone call, and messages from the community/ parents regarding COPE related items.
- Schedule classes for each quarter with facilitators

- Reserve and set-up the room and have snack available for each class
- Purchase items that are needed to run the classes.

### **30% Data Maintenance & Coordination**

- Ensure that COPE fliers and information is current and is up to date
- Update a database information of parents; complete or not
- Run a quarterly meeting with all the facilitators addressing; schedule of classes for upcoming quarter, training on safety/emergency situation, curriculum, success, and staff situations as they arise.
- Maintain open communication with Family Court Team
- Follow protocol for communicating money received to our Financial Director
- Check in with Program Director if issues come up or if additional support is needed.

### **5% Other**

- Responsible for finding coverage if a facilitator is unable teach the class.
- Ensure the timesheets are completed by facilitators and that they are correct
- Step in to co-facilitate as needed
- Participate in Program meetings as appropriate

### **Minimum Qualification and Experience**

- High school diploma or GED
- Minimum of one year of increasingly responsible office/administrative/court related work or program coordination experience required, preferably in non-profit.
- Strong organization and time management skills, ability to work on routine tasks, detail oriented, ability to set priorities and meet deadlines despite frequent interruptions are required.
- Requires strong customer service, verbal, written, and interpersonal skills.
- Ability to problem solve and remain calm during intense or emotionally heightened situations.
- Contribute to a positive and professional atmosphere at Family Building Blocks and promote caring, calm and respectful interactions with families, children, volunteers, interns and staff of Family Building Blocks.
- Computer skills, to include use of internet, email, and data entry (Microsoft Office) and the ability to learn new programs required for the position.
- Supports multiculturalism by treating all people with dignity and respect and not engaging in discriminatory behavior.
- Strong commitment to Family Building Blocks mission and values serving children and families as well as staff.
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations.
- Ability to make independent, sound decisions and utilize good judgment.
- Support Family Building Blocks established safety policies and procedures toward a safe and healthy work environment.
- Possess organizational, time management, recordkeeping skills.
- Culturally responsive with the ability to build trusting relationships with families.

- Ability to work a flexible work schedule as needed and occasionally travel to different sites for meetings/trainings.
- Possess a valid Oregon Driver's license or ability to obtain one within 30 days of hire, acceptable driving record, and reliable transportation. Must be able to provide proof of current auto insurance.
- An employer-paid pre-employment drug test is required.
- Must successfully pass Oregon Child Care Division Background Registry.

**Preferred Education and Experience:**

- Proficiency using database operation
- Bilingual (English/Spanish)

**Additional Eligibility and Qualifications**

- Mandated Responder - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.
- Must maintain throughout the length of employment driver's license and an acceptable driving record according to FBB criteria and valid auto insurance.
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment.
- Documentation of training in "Recognizing and Reporting Suspicions of Child Abuse and Neglect". (Must be a minimum of 2 hours training)

**IMPORTANT:** No offer of employment in this position is final until the favorable completion of a criminal background check, review of driving record, and drug screening.

**HOW TO APPLY**

If you would like to apply for this position please submit your resume, cover letter, and education documents to [jobs@familybuildingblocks.org](mailto:jobs@familybuildingblocks.org).

Employment offer is **contingent** upon completion of criminal background check, fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. ***This position is eligible for prorated benefits.***

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.