JOB DESCRIPTION

Position Title: Family and Community Outreach Coordinator
FLSA Classification: Exempt
Pay Grade: 13
Reports to: Program Director
Service Area/Department: Eligibility Recruitment Selection Enrollment and Attendance (ERSEA)

PRIMARY PURPOSE
Responsible for the coordination of recruitment, eligibility, selection, and enrollment of children and families for county programs. Assists Program Director with parent activities and trainings; community assessment and resource development; and community outreach and partnership building for recruiting families.

ESSENTIAL DUTIES AND RESPONSIBILITIES
(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regular and consistent attendance is an essential function of this position.

1. Plans, coordinates, implements and organizes the recruitment, eligibility, selection, enrollment functions, and meets and maintains full enrollment for assigned programs in accordance to regulations and guidelines.

2. Coordinates and assists eligibility screening and selection of families, including income verifications, and the application/enrollment process into the appropriate program(s).

3. Manages recruitment plans and activities, enrollment systems and waitlists, and collaborates with Family and Health Services regarding enrollment and recruitment.

4. Monitors to ensure compliance related to funded enrollment, slot tracking, and 85% attendance rule.

5. Assists the Program Director with development of community partnerships by participating in local community networks, attending community meetings and marketing programs to community partners.

6. Collaborates with management staff to plan, provide and execute ERSEA functions, parent and community related events.

7. Promotes parent events, community activities and groups.

8. Identifies areas for resource development and organizational capacity building. Participates in gathering and compiling Community Needs Assessment.
9. Develops Interagency Agreements, Memorandum of Understanding and contracts.

10. Participates with county and management staff in program planning, budget preparation, and grant development.

11. Responsible for the complete and accurate collection, entry, reporting and maintenance of data, records and reports.

12. Maintains the parent resource room and encourages parents to use the resources provided.


14. Performs duties and tasks in a safe manner.

OTHER DUTIES AND RESPONSIBILITIES

May perform other duties as assigned.

SUPERVISORY RESPONSIBILITY

This is a leadership position that may supervise other staff.

REQUIRED EDUCATION AND EXPERIENCE

- Associates degree in any field WITH 2 years related working experience in an analytical field. (Additional related working experience in marketing or community outreach preferred.)

OR

- Equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to read, write and speak English/Spanish preferred.

2. Excellent interpersonal, verbal and written communication skills. Ability to speak clearly and communicate information effectively. Ability to understand and communicate routine, work-related information and normal courtesy and tact in dealing with others.

3. Strong marketing, sales, and outreach skills.

4. Attention to detail and highly organized.

5. Frequently faces deadlines in a timely manner while multi-tasking and maintaining flexibility to meet current needs.

6. Ability to plan ahead for upcoming problems or opportunities that will improve or enhance outcomes and services or avoid problems.

7. Ability to instill confidence while building a shared vision with other and influencing other to translate vision to action.

8. Ability to establish and maintain healthy working relationships with people in course of work.

9. Ability to interact with persons and children of diverse social, cultural, economic and education backgrounds.

10. Possess working knowledge and ability to operate computers with applicable software (Windows and Microsoft Outlook, Word, and Excel).

11. Ability to perform duties with little direction given, operating from established directions and instructions.

OTHER JOB REQUIREMENTS

- Enrollment in Oregon Central Background Registry.

- Completion of a health examination and TB screening.
JOB CONDITIONS

This position operates in an office environment. There may be frequent interruptions, evening or weekend work, and working additional hours during peak periods.

PHYSICAL DEMANDS

In the normal work day, there may be frequent sitting with occasional standing and walking. Work may include frequent lifting and carrying up to 10 lbs. For a detailed physical job description, please contact Human Resources.

TRAVEL

Travel is frequent but primarily local and during the business day.

NOTE: This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee; rather, it is intended only to describe the general nature of the job. At all times, employees will be required to follow any instruction and perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.

Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee Signature__________________________________________

Date________________________