



## Position Announcement

**Title:** Family Resource Coordinator

**Description:** As a member of the Birth to Three team, the Family Resources Coordinator (FRC) will provide coordination of services for families of children with developmental delays and act as a source for community resources and maintain necessary paperwork and timelines.

**Specific Duties:**

- Lead and implement the early intervention team planning for each child and family's program
- Maintain the state level database and Apricot for the program to access funding
- Participate in community meetings related to networking for program visibility information on community resources and promotion of early intervention services
- Work with early intervention team as an active participant to coordinate services and give support to staff on family issues
- Advocate for families to assure coordination between Encompass services and other community/organization services
- Maintain knowledge of available community resources and make necessary referrals to meet families' needs
- Serve as first contact for incoming families to the program - complete intake process
- Refer to evaluation team for evaluations and assessments
- Facilitate the development, review and evaluation of the IFSP. Track service delivery
- Facilitate transition plan to special education services through the school district or community resources as appropriate
- Offer support to families through home visits and monthly contact

**Hours/Schedule:** 30 hours/week, to increase to 40 hours/week in Fall 2017

**Salary:** \$17.01-20.42, DOE

**Location:** Encompass Pediatric Clinic, 320 Main Ave S, North Bend 98045

**Qualifications:**

- Bachelor's degree in Early Childhood, Human Services or related field; or equivalent experience
- Successful experience working with parents and children with developmental delays preferred
- Understanding of child development and background in developmental disabilities
- Excellent communication skills - written and oral
- Skilled in group facilitation
- Experience in home visiting
- Basic computer skills

- Excellent time management and organization skills
- Ability to work as a member of a team

**Preferred**

- Bi-lingual (Spanish)

Send resume/application to: Kristin Webb, Director of Administration, Encompass, 1407 Boalch Ave NW, North Bend, WA 98045 or email resume to [employment@encompassnw.org](mailto:employment@encompassnw.org). No phone calls, please.

*Encompass is an Equal Opportunity Employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, or the presence of a non job-related medical condition or handicap.*