



Position Announcement

Position: Family Resource Coordinator Bilingual (FRC)

Hours: Full-time, 40 hours per week, 51 weeks per year, with benefits

Travel: Virtual or In Person visits with local travel

Salary Range: \$47,124.00 - \$59,976.00, DOE

Location: Encompass Child Development Center, 9050 384th Ave SE, Snoqualmie, WA 98065

Encompass is a private non-profit serving the Snoqualmie Valley and Issaquah communities for over 50 years. Our mission is to partner with families to build healthy foundations for children. We believe what happens early in life matters. We offer high quality, leading edge early childhood educational and therapeutic services to all children in our communities.

Our ESIT (Early Support for Infants and Toddlers) Team is hiring a Family Resource Coordinator to work with children ages birth to three and their families! Join our team of providers and our mission as we partner with families to build healthy foundations and community where all children thrive.

You will be joining a team that is focused on holistic, wrap around care to meet the critical individual needs of the developing child and support for the family. You will be working with a team of providers offering multidisciplinary care in a community that connects with, encourages, and build relationships with one another.

DESCRIPTION

As a member of the Early Supports for Infants and Toddlers (ESIT) team, the Family Resource Coordinator (FRC) will provide coordination of services to families of children with developmental delays, act as a source for community resources and maintain necessary paperwork and timelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Program Planning/Record Keeping

- Take the lead for each assigned child and family ensuring appropriate program implementation
- Maintain the state data management system and agency medical record system to access funding
- Participate in community meetings related to networking for program visibility information on community resources and promotion of Early Intervention services
- Interact with other Encompass programs and staff to support family knowledge and participation in other organization programs
- Document all parent contacts, complete any necessary reports and records to maintain accurate files for program evaluation and monitoring for their caseload

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Coordinating Services

- Work with the Early Intervention team as an active participant to coordinate services and offer teaming support to staff
- Advocate for families to assure coordination between Encompass services and other community or organization services
- Maintain knowledge of available community resources and make necessary referrals to meet families' needs
- Coordinate with medical and health providers as needed

Direct Service

- Serve as first contact for incoming families to the program - complete intake process and schedule initial evaluation
- Schedule interpreting services as requested
- Review program information parent rights with the family, providing them with written information
- Refer to evaluation team for evaluations and assessments
- Facilitate the development, review and evaluation of the Individualized Family Service Plan (IFSP). Track service delivery
- Facilitate transition plan to Part B or private services prior to child's third birthday to ensure family is connected to relevant services or resources when Early Intervention services end
- Offer support to families through home visits and required monthly contact

QUALIFICATIONS

- Bachelor's degree in Early Childhood, Human Services or related field; Or at least two years of experience working or volunteering in the field of human services or early intervention, preferably with home visitation; Or at least two years of equivalent life experience with early intervention as a parent/caregiver. Combination of experience and education will be considered
- Speaks, reads and writes English and Spanish clearly and fluently
- Successful experience working with parents and children with special needs, preferred
- Understanding of child development and background in developmental disabilities
- Excellent communication skills - written and oral
- Skilled in group facilitation, preferred
- Experience in home visiting, preferred
- Basic computer skills
- Excellent time management and organization skills
- Ability to work as a member of a team
- Must possess a positive attitude and friendly manner with strong verbal and written communication skills
- Ability to work independently
- Ability to be flexible, solution focused, collaborative, and mindful

CERTIFICATION AND LICENSES

- FRC year 1 basic training (within 90 days of hire)
- FRC year 2 training
- Ongoing FRC training 12 hours per year
- Child/Infant CPR; First Aid; Blood Borne Pathogens
- Valid Washington state driver's license
- Automobile insurance
- Proof of most current COVID Vaccination

BENEFITS

- Medical/Dental/Vision
- Company Paid Life/AD&D/EAP
- IRA & IRA Matching
- Vacation/Sick Leave
- 11 Paid Holidays

PHYSICAL DEMANDS

- Office/desk work
- Typing
- Ability to drive

Email resume and cover letter to **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.