

JOB TITLE: COORDINATOR OF FAMILY DEVELOPMENT SERVICES

About Julie's Family Learning Program

Located in South Boston, Julie's Family Learning Program has been dedicated to its comprehensive and holistic approach to developing strong, successful families since 1974. Our Family Development Services track targets families who often face multiple challenges, including substance abuse, domestic violence, trauma in their family systems, interrupted schooling, substandard housing or homelessness, unemployment, and poor health. The Family Development Services track offers up to 20 hours per week of classes designed to prepare program members to both earn a high school diploma and develop the life management, parenting, and personal resiliency skills necessary to successfully lead their families. While mothers are striving to reach their goals, their children (birth to 6 years of age) are reaching their own age-appropriate milestones in our state-licensed Child Development program which includes infant, toddler, and pre-school classrooms. In 2019, Julie's was awarded funding from the Massachusetts Department of Elementary and Secondary Education (DESE) to expand its delivery of Adult Basic Education (ABE) to all who seek flexible opportunities to attain the educational credentials and workplace skills crucial to meeting their life goals. With integrated Family Development and ABE programs, Julie's is poised to serve even more greater Boston families in the years to come.

Job Summary

Julie's is seeking a Coordinator of Family Development Services to lead and manage this area of its programming. Reporting to the Executive Director, and working in collaboration with the Coordinator of Adult Basic Education, Childcare Services Coordinator, and a strong team of administrators and educators, the Family Development Services Coordinator will ensure that Julie's provides a welcoming, inclusive space where each participant can develop an individualized, comprehensive plan to overcome barriers and achieve their dreams. To maintain close contact with adult learners and better understand the needs of program participants, this position incorporates part-time classroom instruction with coordination and leadership responsibilities.

The ideal candidate for this position will bring experience working with adult learning and family support in a culturally diverse, urban environment. They will work collaboratively and embrace a "relational" model that is non-judgmental and unconditional in its support for participants.

Family Development Services Coordination and Leadership (75%)

Program Coordination

- Collaborate with other Family Development staff to develop and plan learner-driven, integrated programming and curriculum
- Collaborate on delivering integrated services to families with Coordinator of Childcare Service
- Oversee orientation and family service plans for participants, reviewing program policies, individual progress, and the program efficacy on a regular basis
- In collaboration with the leadership team, plan and implement program-wide celebrations, achievement recognitions (graduations, goals met, etc.), special events, and distribution of donations
- Coordinate daily attendance system
- Oversee regulatory compliance and reporting, including reporting of DTA monthly attendance records
- Oversee food services, incentive program, emergency assistance requests, and purchase of transportation passes
- Resolve issues and mediate conflicts in consultation with other staff and in accordance with program policies and guidelines

Staff Leadership

- Cultivate, develop, nurture, and supervise staff in an environment that sustains healthy staff development
- Chair and help develop agenda for Family Development Services staff meetings
- Meet regularly with other administrative staff (service coordinators and program/executive director) to ensure effective coordination and collaboration across all of Julie's services

Life Skills Education (25%)

- In collaboration with Family Development and Children's Services staff, plan, design and teach "life skills" classes (Parenting, Family Literacy, Health/Wellness, Home Management, Support Group, Relationships/Healthy Communication etc.)
- Support learners' goal attainment through weekly/monthly/yearly goal setting and re-assessment
- Develop/implement assessment evaluation tools (AAPI, etc.) which capture learner life skills gains and progress
- Provide resources, referrals, advocacy, and individual counseling to support learners' goal attainment and family stabilization
- Assist learners in maintaining positive/effective relationships with other relevant systems, including, but not limited to: DTA, DCF, Court, etc.

Skills and Qualifications:

- 3-5 years experience working with adult learning and urban populations as a teacher, counselor, and/or administrator
- Demonstrated ability to plan and facilitate parenting and life skills classes
- Superb leadership, organizational, interpersonal, technical, and communication skills
- Experience as a member of a collaborative leadership team
- Proficiency in Spanish a plus
- A Bachelor's degree; an MSW is a plus
- Proficiency in Microsoft word and excel
- Citizenship, residency or work authorization required

Job Type/Location:

This is a full time 5 days/week (35 hours) position with potential for flexible schedule. Some evening and weekend hours may be required. This position will work out of the Organization's business location in South Boston.

Salary

This position has a salary range of \$60,000-70,000 commensurate with experience. Benefits include medical/dental insurance and paid vacation/sick time.

How to Apply:

Please email cover letter and resume to afernandez-buehrens@juliesfamily.org.

Visit www.juliesfamily.org to learn more about our organization.

Equal Opportunity Employer

Julie's Family Learning Program, Inc. is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal

laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.