



JOB DESCRIPTION

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| <u>TITLE:</u> | Family Resource Specialist (FRS) – Garden & Family Enrichment |
| <u>CATEGORY/DEPT:</u> | Strengthening Families Department |
| <u>REPORTS TO:</u> | Community Engagement Program Manager |
| <u>REPORTING STAFF:</u> | None |
| <u>STATUS:</u> | Full-Time Exempt |

AGENCY OVERVIEW:

Westside Children’s Center (WCC) exists to give at-risk children and children living in poverty the foundation they need to increase their life choices and lead fulfilling lives. For over 25 years, WCC has been providing thousands of at-risk children and their families with critical, high-quality early education programs (including comprehensive Early Head Start services), family strengthening interventions, foster care and adoption services, and a range of vital, integrated services, including educational assessments, disabilities screenings, nutrition, dental and vision screenings, and pediatric health consultations.

JOB SUMMARY:

WCC contracts with the Department of Children and Family Services (DCFS) to protect at-risk children and strengthen families. As a part of WCC child maltreatment prevention efforts, the Family Resource Specialist – Garden & Family Enrichment, is responsible for implementation of frequent family enrichment activities, including regular weekend events to foster social connectedness of community members; responsible for maintenance of the on-site 10,000 square foot learning garden including working with children and families to foster a sense of wellness and connection to healthy food; plays a key role in community outreach and recruitment, including developing community relationships to enhance family wellness offerings; provides limited high-quality case management services and linkages for families. The Family Resource Specialist position works collaboratively with community partners, participates in coordination of family events, and conducts community outreach.

ESSENTIAL JOB DUTIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Develop and maintain the on-site 10,000 square foot learning garden, including collaborating with volunteers, WCC staff, and caregivers to plant, nurture and harvest crops
- Plan, advertise and implement frequent prevention and early intervention family activities and community events, particularly on weekends utilizing the garden, conference room, commercial kitchen, and other communal spaces for activities
- Collaborate with teachers to plan and involve center and home-based children in learning activities including activities around healthy eating
- Collaborate with the Community Engagement Program Manager and Development Manager identifying and providing tours to potential donors and community sponsors
- Conduct community outreach to promote programs and services available at WCC
- Plan and conduct recruitment activities to solicit referrals including developing community relationships to enhance family wellness offerings
- Position requires flexibility in order to meet the needs of families; work a minimum of 4 weekend days per month to host activities/events at the Center


SECONDARY JOB DUTIES:

- Provide case navigation services as needed to clients in the Prevention and Aftercare program and associated activities including conducting intake, developing service plan, administering outcome measures, and progress notes
- Attend staff meetings, individual and group supervision, case reviews, and trainings as needed
- Collaborate with key partner agencies for referrals, and parental support; ensure successful partnership and documentation of outcomes
- Maintain confidentiality of clients and obtain and maintain on file legal releases of information when needed
- Comply with all applicable federal, state and county regulations, policies and procedures
- Staff must believe in and act in accordance with both the agency’s and the program’s mission statements
- In accordance with our “team” philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.

QUALIFICATIONS & EDUCATION:

- Bachelors’ Degree (knowledge of early education and child development a plus)
- Garden cultivation and management experience required; community garden experience a plus
- Experience developing educational curricula for children and families
- Cooking experience with children/families a plus
- Experience with community outreach, event organizing, working with families and children in a community setting required
- 2 years working with children and families, or equivalent experience
- Bilingual – English/Spanish required
- Ability to work in a supportive team environment
- Ability to work and communicate with a diverse group of families
- Excellent written and oral communication skills
- Knowledge of community resources and experience with interagency collaboration preferred
- Ability to work independently, flexible, strong organizational skills, and commitment to teamwork
- Basic computer skills required – Word, Excel, Software applications
- Passionate about learning and possesses curiosity about issues affecting children and families
- All employees, regardless of position, serve as role models for children and families who are served by our agency.
- Fingerprint background clearance (DOJ, FBI & Child Abuse Clearance Index), or approved exemption
- Successful completion of pre-employment physical, PPD risk assessment, proof of immunizations for pertussis, measles and influenza
- Class “C” driver’s license, proof of insurance, a safety record acceptable to CAA, and reliable transportation required

Westside Children’s Center is an equal opportunity employer and encourages all applicants and seeks to hire qualified staff who reflect the rich diversity of the communities we serve. We define diversity in broad terms to include race, ethnicity, nationality, age, gender, religion, sexual orientation, gender identity and expression, disability, geography, socio-economic status and other unique attributes that make us who we are.

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|  | <p>Westside Children’s Center has achieved accreditation through the Council on Accreditation (COA). This means our programs, services, administration, and management have been rigorously evaluated and meet best practice standards. Visit www.COAnet.org to learn more about COA Accreditation.</p> |
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FOR CONSIDERATION:

- Send cover letter and resume to hr@westsidechildrens.org