



APPLY FOR THIS POSITION AS FAMILY TIME COORDINATOR!

Please send your resume to
jobs@handinhandkids.org

Job Description

Job Title: Family Time Coordinator **FLSA Status:** Non-Exempt
Working Title: Family Time Coordinator **Department:** Foster Support Services
Reports to Title: Outreach Program Manager **Class:** Outreach

Date: October 2020

Wage Range: \$16-\$19

SUMMARY

The Family Time Coordinator works independently and in collaboration with the organization at large to provide court ordered visitation. This includes monitoring child and family interaction, clearly communicating with family members and foster parents, completing required documentation, and providing safe transportation for the child/children to and from the visitation location.

ESSENTIAL FUNCTIONS AND DUTIES

- Knowledge of early childhood development, ability to relate well with parents, infants and toddlers, and superb communication and organizational skills
- Demonstrate strong interpersonal skills, including written and verbal communication
- Demonstrate exceptional organizational and task management skills
- Knowledge of local and state-wide family resources

EDUCATION AND EXPERIENCE

- Knowledge of early childhood development, ability to relate well with parents, infants and toddlers, and superb communication and organizational skills
- A high school diploma or GED; **AND** 12 months documented experience working directly with children and families **OR**
- Associates Degree in Human Service **OR**
- 2 years of completed coursework toward bachelor's degree in Human Service **AND** 6 months of documented experience directly working with children and families; **OR**
- Bachelor's Degree in Human Services or related field; **OR**
- An equivalent combination of education and experience.

Per the Department of Children, Youth & Families, the following is required:

- Current certification in First Aid and Cardiopulmonary Resuscitation (CPR) including infants or willing to obtain certification upon hire.
- Completion of a minimum of two hours of instruction on blood borne pathogens in the past five years or willing to complete instruction upon hire.
- Must be at least 21 years of age
- Must possess a current driver license and clean driving record
- Liability automobile insurance is required

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounting and finance functions, including accounts payable, accounts receivable, and billing.
- Experienced in exercising good judgement
- Knowledge of child safety



- Effective problem solving
- Knowledge of basic child development and milestones
- Effective interpersonal communication
- Strong verbal and written communications skills
- Flexible and available to work with employees at all levels
- Must be self-directed and motivated
- Proficiency with MS Office to include Word, Excel, Outlook

PHYSICAL DEMANDS

To successfully perform the essential duties of this position, an individual must be able to sit at a desk for four or more hours a day, and use office equipment, including phones and computer keyboards, for four or more hours per day. Individuals must be able to engage clients over the phone and in-person by voice. Light physical effort may be required. Tasks may involve lifting or buckling children into car seats.

While some absences may be protected by federal, state and/or local laws, regular attendance is an essential function of the job. Reasonable accommodations may be made to assist individuals with disabilities to perform essential job functions.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an “at-will” basis.

ACKNOWLEDGMENT

The above job description has been reviewed with me. I understand my duties and responsibilities. I also understand that duties and responsibilities may change in order to meet the needs of the organization.

Employee Signature

Date