

Keweenaw Family Resource Center Position Description

Title: Home-Based Educator Referral Coordinator (Home Visitor)

Reports to: Parents as Teachers Supervisor

Effective Date: August 1, 2023

Keweenaw Family Resource Center (KFRC) is participating in a collaborative project to improve health outcomes for expecting parents and infants. As part of this project, KFRC will work to connect families to evidence-based home visiting programs in the community. Home visiting programs are designed to support expecting parents and families with young children with health education, child development, school readiness and family well-being.

Summary Description: KFRC is seeking an organized team player who will work to develop a systematic approach to help connect women and families to the community-based home visiting program that is the best fit for their families. This includes working with project partners in the local healthcare and education systems. The referral coordinator will also meet with individual families to provide home-based education services. This is a 2-year project with the opportunity for growth and continued employment beyond the grant project.

The Referral Coordinator will:

- Assist families with connecting to home visiting services that best meet their individual needs.
- Provide child development, parent education and family support to families through one-on-one home visits and group activities.
- Plan and facilitate parent-child socializations and group activities with other staff.
- Interact with families in individual, group and special event settings.
- Manage referrals coordination with KFRC staff and collaborative partners.
- Serve as a positive liaison with other home visiting programs and the medical community.
- Maintain accurate documentation of referral process and project progress.
- Update project coordinator and home visiting supervisor regularly.
- Complete all required or recommended paperwork, assessments and data reports.
- Complete required trainings including the Parents as Teacher Model (training provided).
- Participate in collaborative meetings, trainings, staff and reflective supervision meetings.
- Be assigned additional responsibilities related to general operations including open hours at the Tree House Indoor Playground and Baby Closet.
- Obtain and keep First Aid and CPR certificate up to date.
- Abide by KFRC policies and procedures.

Skills needed:

- Good communication, organization and time management skills.
- Knowledge and understanding of child development and early childhood education.
- Knowledge and ability to utilize computers and related technology efficiently.
- An understanding of ethics and boundary issues and how they pertain to home visits.
- Thorough knowledge of community resources, such as infant mental services, special education resources, or other programs that support families.

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- Ability to work collaboratively and independently.
- Ability to communicate in both written and verbal forms.
- Ability to maintain accurate records and reports.
- Ability to plan and meet deadlines.
- A clear understanding of the mission, policies and procedures of KFRC.

Qualifications:

- A minimum of 2 years of post-secondary education with course work in early childhood, social work, nursing, education or related field and/or a CDA completed (or in progress)
- A minimum of two years of experience working with children and families.
- Must have a valid Michigan driver's license without restrictions and without a conviction related to drinking and driving within the last 5 years.
- Have reliable transportation
- Must pass a criminal background check.
- Must have a negative TB test and be retested annually.