**Live the Victory, Inc.**

**415 Mason Court #1**

Fort Collins, CO 80524

**Federal ID # 20-2894339**

## EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

The Matthews House

**Position: Early Childhood Facilitator**

**Salary**: $39.520 - $43,680

**Status:** Full Time

**Job Description:** Specific navigation for at-risk families with children as it relates to Early Childhood (Birth through age 8) and being ready for school. Serves as a communicator and connector between families, services, agencies, and community partners in Larimer County. Will provide Early Childhood Parent Cafes

**Supervised by:** Early Education Director

**Qualifications:**

* Culturally attuned, sensitive, and compassionate to the people of the community being served
* Knowledge of local community and resources
* Human Services, Human Development and Family Studies, Early Childhood Education, Social Work or related field knowledge or personal experience.
* Effective communicator, public speaking skills
* Spanish speaker desired but not required
* Ability to organize, plan and prioritize duties in order to meet schedules and timelines
* Relevant experience working with families

**Responsibilities:**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

* Family Support:
  + - Develop trusting relationships with families. Serve as a resource to families to help them achieve goals related to specific action areas in preparation for school success
    - Monitor and follow up on progress
    - Ongoing outreach
* Resource Liaison/ Coordination: Develops relationships with community partners, and serves as
* liaison between community resources and families to ensure effective collaboration
  + - Recommendations and referrals to services, guiding through processes if needed
    - Connects families with support systems
    - Continually work with community partners to identify ways to expand existing programs to cover gap and capacity of service
* Participating or facilitating program events and offerings (Parent Education and/or Support

Group offerings, Resource Fairs, Speaking engagements, and evaluation activities, etc.)

* + Parent Café Facilitation (Evidence Based)
    - Facilitate two-three weekly/bi-weekly Early Education Parent Cafes working on the five protective factors tied to Strengthening Families
* Data tracking:
  + - All contact, referrals, case-planning, and progress will be maintained in system.
* Home visits with clients (reliable transportation is needed)

**Special requirements:**

Candidate must possess the leadership qualities and personal characteristics necessary for working effectively with fragile families. Must have solid relationship skills necessary to engage families and collaborate with professional service providers, including School Districts and Department of Human Services staff. Frequent operation of office equipment is required. Candidate must possess good moral character.