



## The Matthews House

Growing Stronger Together

### **Family 2 Family (50%) and Early Childhood Navigation (50%) Facilitator**

<b>Reports to:</b>	Family Services Director (50%) and Early Childhood Director (50%)
<b>Job Location:</b>	Larimer County
<b>Status:</b>	Full-time; Non-Exempt
<b>Salary Range:</b>	\$43,680-45,760 (plus benefits)

**The Matthews House mission is to empower youth and families by building trusting relationships and providing resources to disrupt the cycles of poverty and abuse.**

**JOB DESCRIPTION: Family 2 Family:** Responsible for providing case management to families choosing to participate that include intake, assessment, goal planning, resource identification, and sustainability planning. **Early Childhood Navigation:** Specific navigation for families with young children as it relates to Early Childhood (Prenatal through age 8) and being ready for school. Serve as a communicator and connector between families, services, agencies, and community partners in Larimer County.

#### **QUALIFICATIONS:**

- Bachelor's Degree from accredited college or university. Experience and/or formal accreditation programs may be substituted for formal education.
- Demonstrates skills critical to case management, including interdisciplinary collaboration, crisis management and resource knowledge.
- Must be familiar with family systems, conflict management and developmental stages from birth to adulthood.
- Must have proven organization, time management, critical thinking, and team partnership skills.
- Ability to respond safely to emergency situations.
- Must be able to transport and have a clean driving record.
- Must pass an FBI fingerprint screening.
- Skilled in using word processing, database, and presentation software.
- Bilingual/bicultural Spanish speaker preferred, but not required

#### **RESPONSIBILITIES: Family 2 Family (50%)**

**The minimum performance expectations include, but are not limited to, the following:**

- Engage families and ensure ongoing contact through relational skills.
- Meet with families referred to services. Conduct client assessment for The Matthews House services and provide resource knowledge as needed.
- Manage a caseload of assigned clients who need ongoing assistance and follow up. Track services provided in a timely and accurate manner.
- Develop an individualized, goal-focused plan with each family that is focused on the family's strengths and needs.
- Evaluate the goals and objectives for individualized plans and coordinate services that are involved in the plan to ensure continuity of care. Problem-solve with each family in order to overcome barriers to success and experience progress on their individualized plan.
- Accompany clients to appointments, hearings, and other community meetings when appropriate.

- Work in coordination with other community resources to meet the family's need for financial assistance, housing, medical care, substance abuse intervention, family support, employment/training opportunities, childcare, life skills training, transportation, pro-social/recreation programs, etc.
- Provide community outreach to encourage participation at the Community Life Centers.
- Home visits with clients (reliable transportation is needed).
- Take all necessary and reasonable precautions to protect families' information, equipment, materials and facilities.
- Develop and maintain a high level of knowledge regarding best practices in social work, diversity/equity/inclusion, funding sources, community resources and computer programs.
- Complete ongoing documentation of participant contact and monthly billing for contract compliance.
- Confidentially maintain complete and accurate participant files.
- Actively participate in weekly supervision with the Program Director individually and support suggestions and policies set by the Program Director and/or organization.
- Actively participate in all required monthly staff meetings, professional meetings and trainings.

### **RESPONSIBILITIES: Early Childhood Navigation (50%)**

**The minimum performance expectations include, but are not limited to, the following:**

- 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.
- Resource Liaison/Coordination: Develop relationships with community partners and serve as liaison between community resources and families to ensure effective collaboration. Provide recommendations and referrals to services, guiding through processes if needed. Connect families with support systems.
- Participate in or facilitate program events and offerings (Parent Education and/or Support Group offerings, Resource Fairs, speaking engagements, etc.)
- Participate in the Early Childhood Council of Larimer County meetings.
- Home visits with clients (reliable transportation is needed).
- Take all necessary and reasonable precautions to protect families' information, equipment, materials and facilities.
- Develop and maintain a high level of knowledge regarding best practices in social work, diversity/equity/inclusion, funding sources, community resources and computer programs.
- Complete ongoing documentation of participant contact and monthly billing for contract compliance.
- Confidentially maintain complete and accurate participant files.
- Actively participate in weekly supervision with the Program Director individually and support suggestions and policies set by the Program Director and/or agency.
- Actively participate in all required monthly staff meetings, professional meetings and trainings.

### **ADDITIONAL RESPONSIBILITIES:**

- Support and maintain the positive culture of The Matthews House and uphold agency values: relationship-centered, assume the best of people, own your role, innovation, remain curious.
- Communicate professionally through written documentation and verbal communication.
- Ensure all services provided are within the Matthews House guidelines and policies.
- Perform other duties as assigned.

**SCHEDULE & WORK ENVIRONMENT:**

- The Matthews House offers a flexible work schedule that can fit the applicant's needs.
- Some evenings may be required to fulfill the duties of this position.
- Services will be provided within the schools, community, and families' homes.

**BENEFITS:**

- Health insurance (medical, dental, vision) with employer contribution
- 401(k) with 3% match by employer
- Paid time off, plus holidays
- A mission-driven environment with strong staff culture

**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.