

Family Resource Network Coordinator Job Description

Reports to: Executive Director

Classification: Exempt

Are you a servant leader who is passionate about connecting families with resources they need to thrive? Are you interested in working with multiple agencies to help families navigate systems of support? In an exciting, newly created position, you have the opportunity to build a network of partners committed to supporting families with young children in Dodge and Jefferson Counties.

Position Overview: The Watertown Family Center is looking for an individual with an extensive background in the social and/or human services fields to join us in creating a Family Resource Network for Dodge and Jefferson Counties that will build strong families with a goal of ensuring children in our community thrive in school, work, and life. Both counties are home to an array of service providers with a long history of and commitment to serving families; we seek to help create processes and pathways that will make accessing these services more efficient and effective for these providers and the families they serve.

Job Duties:

- Serves as a catalyst for ongoing community collaboration, providing senior level “backbone” facilitation for the Resource Network
- Build and nurture a vibrant network of agencies that serve families in Dodge and Jefferson Counties with a goal of streamlining access points and referrals for families
- Serves as our region’s “strong families” expert, modeling the best practices of Standards of Quality for Family Strengthening and Support.
- Develop and maintain an up-to-date inventory of community resources that will help families access the supports they need to thrive
- Implement assessment and referral pathways that will facilitate identification of families in need of services and streamline their access to these services
- Coordinate the day-to-day operations of the Family Resource Network “hub” that will be housed at the Watertown Library Center, including program and partner agency scheduling, collaboration with the Library team, and volunteer selection and supervision
- Accountable for cross-sector Network data collection and reporting related to family outcomes
- Create meaningful opportunities for Volunteers to support families and guide ongoing evolution of Volunteer and Peer Leadership programming
- Contribute to grant writing and community awareness activities as assigned

Requirements:

- Solid understanding of the science behind developmental readiness for school, supporting parent and child relationships, and preventing child abuse and neglect and a commitment to addressing these issues using innovative approaches.
- Extensive knowledge of and experience with community resources for families with young children, ideally in Dodge and Jefferson Counties.

- Commitment to connecting families with young children with the community resources they need to become stronger and applying lessons learned to further resource development.
- Proven experience building relationships with a range of community stakeholders, ranging from senior organizational leaders to parents and families.
- Exposure to and interest in proficiency with Motivational Interviewing and Standards of Quality for Family Strengthening and Support
- Strong passion for the mission of Every Child Thrives
- Excellent project management skills with strong attention to detail.
- Demonstrated ability to work independently and complete tasks in a timely manner.
- Flexibility and willingness to take on a variety of tasks, which small organizations often require, along with an ability to work effectively in a highly collaborative, team environment.
- Sense of humor.
- Educational Requirements: Bachelor's degree in relevant field of study and 5 years' experience. Master's degree strongly preferred.

To apply: Please forward a cover letter and resume to Stephanie Curtis, Executive Director at scurtis@watertownfamilycenter.com. Your cover letter should include a brief overview of what you believe are the most important challenges facing families with young children in Dodge and Jefferson Counties.