



## FAMILY STEPS COORDINATOR CAREER OPPORTUNITY

Ozaukee Family Services is a non-profit human service agency located in Cedarburg, WI with a 50-year history of *“Building mental wellness and strengthening families”*.

We are currently seeking a part-time (24 hours per week) **Family Steps Coordinator** to provide parenting education and support to parents of children between the ages of 0 – 14. Services are provided through a combination of home, office, and community visits.

The **Family Steps program** utilizes family centered and strength-based interventions with the goal of strengthening the parent-child relationship. The program assists parents in improving their skills to increase the family’s ability to problem solve and assume the role of advocate for themselves and their children. We receive referrals from a variety of sources including schools, pediatricians, community agencies, Child Protective Services and self-referrals.

### KEY RESPONSIBILITIES:

- Meet with parents/family through a combination of home and community visits throughout Ozaukee County as well as in our office.
- Establish trusting relationships with at-risk families by delivering services that are culturally competent, strength-based, family-centered, and family-directed.
- Engage families to support positive child development and parenting practices through modeling, coaching, teaching, and providing positive reinforcement.
- Facilitate behavior modification in family members and develop nurturing family relationships.
- Advocate for the rights and preferences of families in situations deemed appropriate by family and the program goals and objectives.
- Employ social work skills of client engagement, assessment, intervention, empowerment and evaluation.
- Provide service in a way that demonstrates awareness and sensitivity to client cultural values.
- Link assigned families to appropriate community resources and services.
- Monitor, document and communicate families’ progress toward achieving service goals.
- Communicate and work collaboratively with other agencies to support family goals.
- Provide scheduled appointments with clients during times that are convenient to the families served.
- Complete timely and accurate paperwork/documentation including progress notes and data for agency reports.

## **REQUIREMENTS:**

- A minimum of a bachelor's degree in social work or related human service field.
- Social work experience is preferred.
- One or more years of experience working with families of diverse ethnic, cultural and socioeconomic backgrounds in a home visitation setting preferred.
- Knowledge of community resources and capacity to maintain strong working relationships with collaborating agencies.
- Knowledge of child abuse and neglect prevention, child development and positive parenting strategies.
- Respect for families of diverse socio-economic status, race, ethnicity and ability to engage them in dialogue regarding personal issues.
- Ability to model and redirect parents in their guidance, discipline and nurturance of their children.
- Ability to engage families and children who are dealing with safety issues and other related problems to improve family functioning with the goal of ensuring positive child development.
- Demonstrated ability to make sound judgments, problem solve using critical thinking, use supervision effectively and take independent action if needed to ensure child safety.
- Strong organizational, written and verbal communication and computer skills (Office 365/Microsoft Office Suite).
- Valid driver's license, acceptable driving record, proof of personal auto liability insurance coverage. Personal vehicle must be in good working order. Mileage reimbursement is provided for travel.
- Flexible schedule with availability to work up to two late afternoon/early evening shifts.

Job Type: Part-time

## Benefits:

- Flexible schedule
- Paid Time off
- Retirement plan

Ozaukee Family Services offers a generous paid time off policy including paid holidays, retirement plan with employer contribution and an employer funded health reimbursement account. In addition, you'll enjoy flexible scheduling and a warm, collaborative and compassionate work environment.

Applicants should submit cover letter in addition to resume to: **Lisa Holtebeck, Executive Director** of OFS. Contact information may be found on our website at [www.ozaukeefamilyservices.org](http://www.ozaukeefamilyservices.org).