ORGANIZATION
The YWCA is the oldest and largest women’s organization in the world. It is our mission at the YWCA to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. Since 1913 the YWCA of Spokane has served as a source of strength for women and children in the Spokane community. The YWCA of Spokane’s three umbrella programs include the Domestic Violence Victim Services, the Women’s Opportunity Center and Children’s Services which includes Child Advocacy and the Early Childhood Education and Assistance Program. For more information please visit www.ywcaspokane.org.

Funded by the State of Washington, the ECEAP (Early Childhood Education and Assistance Program) is a comprehensive preschool program that provides free services and support to eligible children and their families. The goal of the program is to help ensure all Washington children enter kindergarten ready to succeed. The program includes: early learning preschool, family support and parent involvement, and child health coordination and nutrition. (ECEAP ONLY)

POSITION SUMMARY:
The Family Service Coordinator performs work that assures delivery of health and social services to enrolled children and their families of the YWCA ECEAP program. This position maintains individual child and family records, statistics of service provisions for an assigned caseload, and compiles data for program reporting. This position develops and implements Individualized Family Partnership agreements with parents and acts as a highly collaborative team member with the assigned direct service team, along with parents to provide integrated services to children and families.

ESSENTIAL FUNCTIONS:
- In collaboration with DST Team, organizes and conducts parent orientations, including parents’ rights and responsibilities in ECEAP; explaining relevant ECEAP policies and curriculum approaches.
- Organizes and conducts ongoing recruitment to ensure full enrollment; interviewing parents to determine enrollment eligibility, complete a priority assessment to ensure most needy are enrolled.
- Responsible for managing children’s attendance and maintaining full enrollment for assigned caseload.
- Maintains individual child and family records and statistics for an assigned caseload and compiles data for program reports.
- Develops ongoing Family Strengths and Partnership (FSPA) for each family
- Conducts home visits and conferences; co-facilitates case management with assigned direct service team; and communicates with parents on a regular basis to obtain a minimum of three -thirty minute sessions of parent contact.
- Assesses individual/group education needs and interest of parents; assists parents in forming a parent involvement group; assists with the facilitation of monthly parent meetings, groups, and trainings.
- Involve parents in program.
- Attends and supports parents at monthly parent council meetings to encourage and educate on the involvement levels available to parents of ECEAP, and Washington State Association (WSA).
- Conducts health screens of vision, hearing, height and weight and assists families in obtaining physical exams, dental exams and immunizations for children.
- Communicates with families regarding health status of their child; compiles, analyzes and acts upon health information.
- Provides follow-up on health education, resources and referrals for children and families.
- Reviews and follow-ups on children’s health and diet history to include food allergies and medical conditions or needs are met.
- Creates Individual Health Plans (IHP) based on the health and diet history as required by the performance standards.
- Works with Direct Service Team to provide and follow-up on mental health education, resources, referrals, Individual Education Plans (IEP) meetings and assure that children are referred for special services. Develops individualized transition plans with Direct Services Team (DST) for families and children.
- Maintains required documentation for individual child files and electronic database: maintains ongoing documentation of communication with families, referrals and follow-up to referrals; and maintains records of volunteer activity.
- Develops individualized transition plans to kindergarten with Direct Services Team for families and children.
- Works in collaboration with Director of ECEAP and DST to track, record and monitor classroom budget and supplies.
- Supports teachers in classroom operations when needed.
- Models professional decorum and mutual respect in all interactions.
- Maintains confidentiality of program, staff and client-related information at all times.
- Performs any other related duties as required.

POSITION QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
- Bachelor’s degree in social service field preferred.
- Experience in ECEAP, Head Start and/or experience working with a low-income population preferred.
- Understanding of ECEAP philosophy, performance standards and regulations preferred.
- Experience providing social services to children and families.
- Must maintain 20 hours of ongoing training annually; 10 hours must be STARS hours training and 5 hours in management/leadership.
- Willing to work a flexible schedule, including evenings and weekends during the school year.
COMPENSATION
Airway Heights, part-day classroom | 36-40 hours per week
Evenings, weekends and extended hours may be required
Starting Wage: $18 per hour, depending upon experience

BENEFITS
The YWCA Spokane offers a competitive benefits package including;
- Medical, dental and vision insurance
- Paid time off
- Paid holidays
- Employee Assistance Program
- Employer funded retirement plan

*Benefit eligibility dependent upon employment status.

HOW TO APPLY
Please apply by submitting your RESUME and COVER LETTER to ywcaeceapjobs@ywca Spokane. org
*Applications that do not include both a resume and cover letter will not be accepted.

YWCA of Spokane is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.