



Job Description - Position Profile

Position Title: Building Blocks Coordinator

Reports To: Program Manager Home Visitation

Classification: Non-Exempt

Position Summary:

Responsible for the implementation, management, and evaluation of the Building Blocks Program.

Primary Responsibilities

- Coordinate and implement parenting classes.
- Make post-natal hospital visits to mothers of newborns.
- Make in-home visits to families in the program when needed.
- Document all contacts made with families in the Building Block Programs.
- Evaluate and monitor the program's growth and progress.
- Communicate to the public, the purpose of SAFE, and Building Blocks programs.
- Maintain a cooperative working relationship with the Program Manager for Home Visitation, CEO, and other SAFE personnel.
- Maintain correspondence, files, grant files, and performs tasks delegated by the Program Manager for Home Visitation.
- Establish and maintain professional quality communications with SAFE staff and outside agencies, businesses, and community partners.
- Assist in recruiting grant program participants through community outreach and collaboration with SAFE program leaders.
- Coordinate grant participant eligibility screenings with partner agencies.
- Maintain frequent communication with program participants and provide updates to the Program Manager for Home Visitation.
- Assist with monthly grant reporting requirements and maintains participant data.
- Attend agency and partner meetings to stay abreast of grant updates and changes.
- Other duties as assigned.



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Knowledge, Skills, and Abilities:

- In order to perform this job successfully an individual must possess the ability to motivate and train as well as coordinate and develop program model.
- The ability to work with diverse populations.
- Skilled in communicating and articulating ideas.

Qualifications:

- The Building Blocks Coordinator a minimum of a Bachelor of Science degree preferably in education, family development, social work, and/or child development is required.
- Training in parenting education and/or early child development.
- A minimum of two years related experience.
- Applicants must possess a valid driver's license.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 10- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date