Mid-Iowa Community Action, Inc.  **Job Description**

**TITLE: Bilingual Site Coordinator – Marshalltown Community School Project**

**Reports to: Assigned Supervisor**

**Job Summary**

Contributes to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. This position is responsible for refinement of practices that lead to new and more powerful outcomes for children and families. This position is responsible for planning, implementing and operation of Marshalltown’s full-service community school model. These services will improve the coordination, integration, accessibility and effectiveness of services for children and families. This position requires excellent project management skills, ability to build community relationships, and a broad knowledge of early childhood development, family relationship dynamics and social service delivery models. This position has a flexible schedule which includes some evenings and weekends. This position may perform regular duties at alternatives sites with permission of the Program Director.

**Essential Job Functions**

Site Coordinator’s responsibilities include the implementation of the full-service community school model at assigned worksite.

Builds and maintains positive relationships with team members, agency and community partners and volunteers to achieve results.

* Collaborates to problem-solve, innovate and further develop the practice in order to more effectively serve families.
* Works to establish maximum participation in project/program area.
* Coordinates with appropriate local partners or organizations.
* Assists with the creation and maintains systems and procedures for the Full-Service Community School model program to assure consistency of service delivery.
* Ensures applicable grant requirements are being met.
* Responsible for the overall recruitment of children and families to the program.

Compliance

Program Compliance

* Performs assessment of target populations and communities in which they reside.
* Implements project/program goals and objectives.
* Organizes parent engagement activities including the delivery of Abriendo Puertas.
* Assures all activities are accomplished as required by contracts.
* Maintains procedures for documenting and recording activities and their regular summary into management and funding source reports.
  + Assures all data is being collected as needed in a reportable format for the contract.
* Creates and maintains documentation and reports per agency standards.
* Writes grant reports.
* Measures project/program accomplishments against established goals and objectives, evaluates performance and develops strategies for improved project/program operations.
* Must maintain *strict* confidentiality at all times.

Fiscal Compliance

* Follows agency procurement and fiscal policies.

Develop skills and knowledge related to the position.

* Learns and understands the full range of MICA programs.
* Learns and understands the full range of the Marshalltown Community School District programs in focus schools.
* Learns, understands, teaches, and monitors requirements for program participants .
* Attends all trainings and meetings as required.
* Completes and maintains certifications as required.
  + CPR/First Aid
  + Abriendo Puertas Training (within first 6 month of hire)
  + Mandatory Child Abuse Reporter training

**Knowledge, Skills and Attitudes:**

* Able to read, write and speak the English language; able to speak specified additional language.
* For oral interpretation – demonstrate a level of proficiency in interpreting conversations into specified language, maintaining content, context and style as much as possible.
* For written translation – demonstrates a level of proficiency in writing in English and other specified language, including the meaning and spelling of words, rules of composition and grammar.
* Committed to the concept of diversity and the inherent worth of every individual.
* Strong commitment to achieving results.
* Strong communication skills, including listening skills.
* Strong ability to think and reason independently, and to make critical judgments within agency and program guidelines.
  + Utilizes problem solving skills in all situations, identifying a range of reasonable options and alternatives.
  + Knows how to use data to inform decisions to create best practice.
* Knowledge of evidence-based family support concepts within a diversity of cultures, genders and ages of children.
* Knowledge of effective relationship-building practices.
* Has basic knowledge of and ability to work with issues such as substance abuse/addiction, domestic abuse, child custody, child abuse, mental health, and environmental issues.
* Dedicated to continuous learning.
* Must be able to maintain *strict* confidentiality.
* Strong computer skills. Must be able to learn and effectively use a variety of computing software, electronic devices and databases.

**Working Conditions (Essential physical, mental and emotional demands)**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Must be able to work a flexible schedule, including some evenings and some long days. Occasional Saturday meetings.
* This position requires constant mental and emotional work. Strong ability to think and reason independently, maintain objectivity and to exercise sound judgment.

1. The physical environment requires the employee to work indoors, in an office space that may or may not be shared. Must be able to function well in a variety of physical environments as this position facilitates meetings at a variety of community locations.
2. The person in this position frequently communicates with community members and colleagues, both one-on-one and in larger groups, regarding agency programs. Must be able to exchange accurate information in these situations.
3. Frequently operates a computer and other office productivity machinery and devices, such as a copy machine, a computer printer, and an IPad or tablet.
4. This position requires frequent driving about the MICA service area.

* Must have and maintain reliable transportation, a valid driver’s license and proof of automobile insurance

**Education & Experience**

**Required:**

* Bachelor’s Degree in social work or family/human services or closely related field
* 5 years’ related experience; including service coordination
* Ability to read, write and speak the English language; able to speak specified additional language

**Preferred:**

* MS in Social Work and three years or more of related experience and /or training.
* Experience working with low-income or community programs.

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.
* Must have a pre-employment physical examination, and every three years thereafter, to prove ability to perform work duties.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| Program | Family Development | Management? (Yes/No) | No |
| Generic title | Bilingual Site Coordinator | FLSA status | Hourly |
| Pay grade | Band 3A | Revised | June 2021 |
| EEO 1 Category 3 | Professional |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

Signature of Employee Date