

POSITION TITLE:

Ypsilanti Parenting Network (YPN) Coordinator

REPORTS TO:

Children's Services Director

SUPERVISES:

May supervise interns

FLSA STATUS:

Full-Time (40 hours/week); Exempt

POSITION PURPOSE:

Develop, coordinate and evaluate all aspects of programming for Ypsilanti Parent Network (YPN), a two -generation intensive family support program of SOS Community Services. Utilizing a strengths-based, racial equity lens, support families by developing relationships and providing evidence-based parent education, workforce development, and access to local resources, supports, and opportunities to develop community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:**I. Program Responsibilities:**

- Develop, coordinate and evaluate all aspects of YPN programs and services for program participants.
- Develop and facilitate parent/child education and support groups.
- Create and distribute recruitment / outreach material, in order to recruit families to participate in the program.
- Recruit YPN partners as needed for parent education workshops during the program.
- Coordinate the planning and facilitation of YPN events.
- Assure that all YPN programs and services are age appropriate and culturally sensitive.
- Assure that all YPN staff, interns, volunteers and contractors in YPN receive appropriate orientation and training specific to homelessness, poverty and the YPN program.
- Develop and maintain knowledge of community organizations, counseling agencies, programs and other community referral resources providing services for children and families.
- Design and implement program outcomes evaluation materials.

- Assure that all recordkeeping and grant-related reporting is completed in a timely fashion
- Participate in the children's services team
- Participate in appropriate inter-agency program planning for children's services
- Participate in coordinated care planning meetings with collaborating agencies.

II. Family Support Responsibilities:

- Schedule home visits with interested families to introduce them to the program and to formally sign-up for the program. Confirm enrollment with families.
- Coordinate and administer comprehensive family and child assessments of program participants.
- Develop and implement a Family Service Plan for participant families to assure each program participant's health, education and emotional needs and goals are addressed.
- Complete and submit home visit notes monthly. Prepare family summary report for each family and present at team meeting.
- Seek input from program participants to inform program improvement
- Participate in regular team and partner meetings and provide ongoing updates to the Children's Services Director on all families experiencing crisis.
- Assist in coordinating transportation for families participating in the YPN program.
- Provide linkages and referrals to families participating in YPN.
- Additional duties as assigned.

III. Agency Responsibilities:

- Actively support the SOS commitment to diversity, equity and inclusion in all areas & responsibilities.
- Uphold and ensure appropriate enforcement of all agency policies and practices
- Participate in community relations and outreach tasks as directed and required.

BASIC QUALIFICATIONS:

- Bachelor's degree in child development, social work or related field, preferred.
- Excellent organizational skills.
- Strong oral and written communication skills.
- Strong technology skills including Zoom, Microsoft 365, PowerPoint, and Excel.
- Minimum of three years' experience working with diverse populations of young children and families required.
- Strong experience with group facilitation.
- Experience with family support, parent education, early childhood education and community outreach preferred.
- Applicants must have the ability to work and interact effectively with individuals and groups with a variety of identities, cultures, backgrounds, and ideologies.

I have read, understand, and accept my responsibilities as an YPN C, as articulated in the above job description.

Employee's Signature Date

This description is intended to indicate the kinds of duties, responsibilities and the levels of work difficulty required of this position. It shall not be construed as declaring what the specific duties and responsibilities shall be. It is not intended to limit or in any way modify the right of the supervisor to assign and direct the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Job Type: Full-time

Pay: \$48,000.00 - \$50,000.00 per year

COVID-19 considerations:

SOS follows the local health department guidelines on masking and social distancing. All new hires are required to be vaccinated within 30 days of employment.

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