



POSITION ANNOUNCEMENT

Fairview Family Resource Center Outreach Specialist/Case Manager June 24, 2019

Family Service of the Piedmont is a not for profit agency whose mission is to promote healthy lives and relationships for children, families and individuals, through early intervention, treatment and support in times of crisis or transition.

The agency is seeking a **Fairview Family Resource Center Outreach Coordinator/Case Manager** to provide resources/referrals to FFRC participants as needed, to assist with promoting The Incredible Years parenting trainings to parents, to co-lead groups and to work with staff to increase visibility in the community.

Responsibilities:

1. Plan, develop and implement outreach strategies for The Incredible Years to potential referral sources and participants.
2. Assist in review referrals for the parent training programs.
3. Ensure that referrals to the parent training programs receive a response in a timely way, personally responding to referrals as appropriate and needed.
4. Co-lead Incredible Years group
5. Assist in over-all functioning of parenting groups (setup, ordering transportation, food, scheduling adequate space) and any other tasks needed for program implementation.
6. Be available to all FFRC participants for consultation on family issues, making referrals as needed.
7. Collaborate with the FFRC Coordinator to participate in and help facilitate other FFRC family support activities as appropriate.
8. Work with community partners to promote the parenting training programs.
9. Assist Program Manager in any area necessary to ensure over all functioning of Fairview Family Resource Center.
10. Perform other duties as assigned.

Qualifications:

1. The ability to respond appropriately to the cultural differences present among the organization's service population and staff is required.
2. Ability to work in partnership with other team members, including staff and community collaborators, is required.
3. Experience and training in case management preferred.
4. Knowledge, experience, and ability to provide family and community support in a community setting is required.
5. Four-year undergraduate degree in adult education, social work, public health, or related field with 2 years related experience.

Send resume and letter by July 8, 2019 to:

Human Resources
Family Service of the Piedmont
902 Bonner Drive
Jamestown, NC 27282

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