

Are you passionate about helping others? Do you want to unleash your purpose and potential?

Come join our dynamic social service enterprise as we help over 200,000 individuals across the Chicagoland area.

Position Title: Community Outreach/Parent Support Specialist

Company: YWCA Metropolitan Chicago

Salary: Commensurate upon experience

Classification: Full Time; Exempt

Reports to: Director of Child and Family Development, Director of Civic Engagement, Project HELP Program Manager

Location: Willowbrook/Addison

YWCA Metropolitan Chicago is the oldest and largest women's organization in the region, with a mission to eliminate racism and empower women. To learn more about the YWCA Metropolitan Chicago, please visit our website at <https://ywcachicago.org>.

SUMMARY: This position is responsible for the coordination and implementation of overall outreach targeting families and children of highest need in the Willowbrook community. Working together with CCSD# 180, this position's responsibility is to demonstrate expertise in engaging diverse stakeholders in the community. They will be responsible for conducting and training on the ASQ Ages & Stages developmental screenings and connecting children and families to high quality early education opportunities. This position will also provide mentoring and educational support services to parents with home visits while focusing intensely on building protective factors within the family, as well as, directly working with and supporting students in CCSD# 180 providing social and emotional support

ESSENTIAL RESPONSIBILITIES:

Collaboration and Communication

- Facilitation of Willowbrook Corner Coalition Early Childhood meetings.
- Assist in development of an overall outreach strategy, to increase enrollment of families in greatest need to all quality early childhood programming; including Head Start, Preschool for All, home visiting through Prevention Initiative, and Teen Parent Connection.
- Participate in existing activities to reach families in the Willowbrook community.
- Conduct ASQ Ages & Stages Developmental screenings training for providers and community partners who interface with children.
- Promote and educate community and parents on ExceleRate Quality Rating Scale Coordinate with teachers on time slots to see children in school weekly.
- Coordinate with school administrators to reserve a space in the school to see children one-on-one emphasizing need for privacy.
- Ongoing comprehensive communication between parents, children, and school staff.
- Bridge gap between miscommunications or understating between home and school. If needed, update staff and parents weekly on child needs, progress, and action plan.
- Establish presence of service provided with school administration and staff.

Direct Service to Children

- One-on-one supportive services with identified students in the school including weekly student session strengthening social and emotional-growth.

- Administer the ASQ Ages & Stages Developmental screening tool in conjunction with preschool screening.
- Provide crisis intervention as needed. **Direct Service to Parents**
- Serve parents of students in the School District with one-on-one parent mentoring home visits.
- Assess families for intake and provide appropriate referrals.
- Maintain contact with families via designated work cell phone provided by the agency during designated work hours.
- Connect families to the Child Care Assistance Program to increase viability of parents securing employment by engaging in quality child care options.
- Create quarterly family goal plan for each assigned family and update it every three months - Monitor, evaluate, and record progress with respect to family goals and modify goal planning as needed.
- Provide activities to encourage healthy family relationships, including parental skill development using Active Parenting curriculum.
- Provide education around parenting skills, child development, stress management, relationship building, problem solving, and community resources for individual families as needed.
- Strengthen families' protective factors.
- Provide support and assistance to parents in meeting the physical, emotional, and educational needs of their children.
- In partnership with families, help them to identify strengths, needs, and goals for the establishment of a strength-based action plan.
- Provide crisis intervention as appropriate and necessary.
- Work in cooperation with other professionals assigned to the family.
- Immediately report any incidents of abuse or neglect to your Supervisor.

Paperwork and Reporting

- Provide monthly liaison reports detailing enrollment status of early childhood programs, completed ASQ Ages & Stages Developmental Screenings, and number of children participating in home visiting program and assist complete annual report.
- Report out on referrals, case notes, and assessments to the school as needed.
- Complete client file documentation, maintain electronic files information, and input all required data into ETO and designated data excel sheet.
- Complete contact and client service logs.
- Administer, score and analyze family assessments.

OTHER DUTIES AS ASSIGNED: Other duties outside of the responsibilities of the position may be assigned, whether for a project, special needs task or other assignments, or participating in collaborations.

QUALIFICATIONS:

- Home visiting experience preferred.
- Minimum of one year of experience in Early Childhood Care and Education, Community Development, or related field.
- Program management experience preferred.
- Marketing and collaborative experience in community outreach.
- Highly developed presentation skills, including listening and persuasive abilities.

- Strong interpersonal skills and collaborative skills, culturally competent, comfortable working with diverse cultural backgrounds.
- Effective oral and written communication skills.
- Effective management of shifting priorities and the need to respond effectively to crises and changing circumstances, require adaptability and time management skills.

EDUCATION: A Master's degree is preferred in Social Work from an accredited college or university.

WORK ENVIRONMENT: The essential functions of the position require operation of computers and other office equipment and movement between offices. The noise level is usually moderate. Movement requirements include walking, stooping or kneeling. There may be a need to reach or to lift objects, such as packages or supplies. Communication needs include seeing, hearing and speaking. There will be periods of sitting, holding a telephone and using computers. Out of state travel is required for the National Exchange Club Symposium each year. Must be flexible working remotely and in-person based on Willowbrook School District's needs. COVID safety precautions while need to be followed working in person in the schools and in the community. Reasonable accommodations will be made for an incumbent to meet the essential responsibilities of the position.

WORK SCHEDULE: Ability to work flexible schedule, home visits, and travel within Willowbrook Corner area. Monday – Friday, 8:00 am – 4:00 pm with some nights or weekends needed based on the program's needs.

Benefits Portfolio: Medical, Dental, Vision, Life, Flexible Spending (FSA), Transit, HSA, Short & Long Term Disability, Employee Assistance Program, etc.

YWCA Metropolitan Chicago is proud to be an equal opportunity workplace and is an affirmative action employer. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. YWCA Metropolitan Chicago will provide reasonable accommodations for qualified individuals with disabilities.

If interested, please visit <http://ywcachicago.hrmdirect.com> to begin your application.

This job description is not intended to represent a complete list of all duties and responsibilities. There may be unplanned activities and other duties assigned.