

Title: Family Empowerment Center Coordinator
Hours: Up to 40 hours per week
Wage Range: \$15.73 to \$26.39 per hour
Supervisor: Program Services Manager
Exempt Status: Non-Exempt

Job Summary:

The Family Empowerment Center (FEC) provides free, basic information on community resources for parents and guardians of children and young adults with disabilities. The program will provide training, support groups and advocacy for children, young adults and their families. Under broad supervision, this position is responsible for providing direct program services including providing information and support to parents and guardians of students with any disability in order to ensure that the students receive the services and support needed to receive a free and appropriate education. Significant client contact is required.

Supervisory Responsibilities:

- None

Duties/Responsibilities:

- Ensure day to day operations of the FEC Program
- Accountable for ensuring the program complies with all fiscal, administrative, and operational as required by the funding sources
- Works with Program Services Manager to ensure high quality of services provided and high client satisfaction
- Works with Program Resource Developer to prepare all client and program statistical data and narratives required by contract
- Develop and conduct outreach for families requiring assistance
- Travel to outlying areas for outreach and program implementation as needed
- Provides in-service training and technical assistance to other agencies, organizations and community groups as needed
- Ensures high quality of services provided and high client satisfaction
- Prepares all client and program statistical data and narratives required by contract and submit to Program Resource Developer
- Develops and implements a marketing plan throughout appointed counties for the FEC program
- Ensures a strong, effective relationship between the FEC and school districts
- Provides support for families in terms of IEP's, 504 meetings, due process meetings, etc.
- Provides support but also instructs families so that they can eventually provide the support for their child
- Maintains confidentiality of client information
- Regularly communicates with CA Department of Education (CDE) and School Districts
- Stays informed on all policies, procedures and regulations put out by the CDE and Individuals with Disabilities Education Act (IDEA)Ensures that clients receive information regarding FEC services within 24 hours of initial phone call
- Provides on-going training throughout appointed Counties on a regular basis
- Provides appropriate referrals
- Attend meetings as needed/required
- Helps ensure a safe working environment for staff and clients
- Other duties as assigned

Required Skills/Abilities:

- Average level of proficiency in Word, Excel and Internet email
- High proficiency in data entry
- Excellent writing and communication skills
- Ability to learn resources available

- Ability to pass background clearance

Education and Experience:

- AA in human service field OR High school diploma or equivalent and 3 years' experience in a comparable position
- 3 years' experience in a comparable position that includes working with IEP's, 504's etc.
- 3 years' experience coordinating services with a single focus
- 3 years' experience providing case management and monitoring
- 3 years' experience applying and interpreting regulations
- 1 year experience with public relations including public speaking and marketing

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times
- Driving to outlying areas required

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.