

OPERATION Breakthrough

3039 Troost • Kansas City, MO 64109 • operationbreakthrough.org

Why Work at Operation Breakthrough?

Operation Breakthrough is a home away from home for 400 of Kansas City's most vulnerable - and most deserving - children. You will never wonder whether your time on the job matters. You'll see your efforts making a daily difference in the lives of children in need and parents who are trying hard to make a good life for them. You'll belong to a team of passionate professionals who are dedicated to our mission of helping urban Kansas City children reach their great potential.

And every day you'll know that you are part of something bigger than yourself, that you're building hope and success for children and families who appreciate your support. Please come join us!

Family Engagement Coordinator

JOB SUMMARY:

Operation Breakthrough is searching for a supervisor for a team of 5 licensed social workers who serve as family advocates. Family advocates facilitate parent engagement, provide emergency assistance, case management, education, referrals, and work with families to promote social and emotional, health, financial, and educational stability. They also work with families to ensure compliance with early Head Start and Head Start policies.

The role of Family Engagement Coordinator requires the capacity to operate in a high stress environment while remaining calm and professional. Self-motivation, organizational, and time management skills are imperative; as well as the ability to advocate for Operation Breakthrough children and families on the mezzo and macro levels. The position requires an in depth understanding of agency programming skills: design, management, outcomes reporting, and evaluation. Critical thinking and communication skills, as well as familiarity with inter-agency, administrative, and direct service processes are a necessity for this position. This person must demonstrate a commitment to children and family services with an emphasis on Early Intervention. Experience working with children and families living in poverty and who have experienced trauma is essential.

QUALIFICATIONS:

Masters Degree in Social Work or related field required with 5+ years of experience.

ESSENTIAL FUNCTIONS:

- * Provide supervision of Family Advocates, Parent Resource Specialist, and all Social Work interns
 - Facilitate weekly supervision and staff meetings
 - Provide detailed feedback regarding outcomes and department progress
- * Fulfill job duties of Family Advocate in times of extended absence
- * Provide intervention and aid to parents in crisis
- * Monitor, compile, and report on Head Start Family Engagement and grant requirements
 - Monitor accurate and timely documentation in Child Plus database regarding communication with, services provided, crisis intervention, attendance, and program governance for enrolled families in accordance with Head Start and agency policy/procedures
- * Balance and track budget for Social Services Department
- * Conduct Parent Education Programming

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ESSENTIAL FUNCTIONS:

- * Oversight of agency parent education programming:
 - Ensure Head Start Parent Education Programming is fulfilled
 - Coordinate both internally and externally to provide required and beneficial parent education
 - Monitor data for HS Parent Education/ Family Engagement
 - * Attend Community Councils as a representative of Operation Breakthrough.
 - * Coordinate with community programs to deliver goods, services, and education to
Operation Breakthrough Parents
 - * Network and develop relationships with community partners
 - * Work fluidly and consistently with the Clinical, ERSEA, and Early Education teams
 - * Perform other duties as assigned
- Reports to:** Director of Clinical and Social Services.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of an employee.

Operation Breakthrough, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals. If you are interested in a career with Operation Breakthrough, Inc., please review our current job opening below.