

# eliminating racism empowering women

## ywca job description

YWCA of Kalamazoo  
353 E. Michigan Ave.  
Kalamazoo, MI 49007

T: 269-345-5595  
F: 269-345-8230  
hr@ywcakalamazoo.org  
www.ywcakalamazoo.org

**Position:** Family Support Coordinator

**Department:** Improving the Lives of Children

**Supervisor:** Site Director

**Compensation Range:** \$15-\$20.34

**FLSA Status:** Non-Exempt

**Hours of Work:** Monday-Friday, occasional Evenings and Weekends

**Applications:** Please send resume to hr@ywcakalamazoo.org

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### MISSION STATEMENT:

Eliminate racism, empower women, and promote peace, justice, freedom and dignity for all.

### PRIMARY FUNCTION:

Provides leadership and support for the direct implementation of family supportive services, Staff wrap-around support community activism including, but not limited to: parent governance over programming, family education, systems navigation, and community activities which directly support the strengthening of protective factors. Provides enrollment support to families and implementation of supportive services. Must be able to navigate Kalamazoo County enrollment systems.

### QUALIFICATIONS:

1. A CDA, Associates, or Bachelor's degree in social work or child related field with two years' experience working with economically disadvantaged families; or any comparable combination of education, training or experience.
2. Must possess excellent listening skills, the ability to develop positive relationships with dysfunctional families, and experience in utilizing community resources. Bilingual language (Spanish) skills preferred.
3. Reliable transportation and a valid Michigan driver's license required
4. One-year experience working with families of young children. One-year experience working within the community served.
5. Experience managing and supervising volunteers and projects.
6. Satisfactory response to criminal, child abuse and neglect, and sex offender history checks.
7. Demonstrated ability to work with people of diverse backgrounds.
8. Demonstrated ability to to work with and collaborate with community partners
9. Be willing to work at multiple locations.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

## **RESPONSIBILITIES:**

1. Responsible for recruitment, enrollment, and coordination of enrollment process as assigned
2. Maintains and updates child health records and ensures that all documentation is current in child's file and Child Plus
3. Utilize Child Plus to document all information regarding each child and family
4. Providing outreach in the community to enhance enrollment numbers in order to meet the capacity of the YWCA Dreamery in a way that prioritizes enrollment based on need.
5. Work with administration to develop program components aimed at increasing the YWCA's capacity to assist families.
6. Assist putting processes in place to support families in understanding and meeting their financial obligations to their child's enrollment.
7. Assist with putting processes in place to engage families in daily routines as well as parent group functions.
8. Develop YWCA Dreamery entryway spaces so that they support resource connection and systems navigation support.
9. Collect, generate, and evaluate data to develop and implement plan for program performance
10. Provide crisis intervention for clients and more difficult case consultation and management activities
11. Work with the administrative team to create a secure atmosphere, conducive to the emotional, physical, social and intellectual needs of program participants and ensure the provision of quality services, resource referrals and support services in relation to family involvement, communication and engagement.
12. Conduct outreach to marginalized and underserved populations and create ongoing outreach activities to sustain a presence and establish trust within those communities
13. Safeguard confidential information gained as a result of the job.
14. Comply with Association policy regarding required reporting of child abuse.
15. Work cooperatively with the site director, program participants, YWCA staff and volunteers.
16. Other duties as assigned, managing volunteers,
17. Assist director with staff support and wrap around services.
18. Facilitate YPAC meetings

## **Responsibilities specific to Dreamery downtown:**

1. Participate in FST meetings with GSRP/Kc Ready mentors, and teaching staff to support families & children
2. Participate in GSRP/Kc Ready data meetings quarterly
3. Facilitate YPAC meetings at least twice a year
4. Create monthly newsletters that incorporate all classrooms

## **WORKING CONDITIONS AND ESSENTIAL FUNCTIONS:**

1. YWCA location
2. Off-site location

3. Potential outdoor events
4. Sitting, standing, kneeling, bending, some lifting
5. Frequently required to stand
6. Frequently required to walk
7. Frequently required to sit
8. Occasionally required to utilize hand and finger dexterity
9. Frequently required to climb, balance, bend, stoop, kneel or crawl
10. Continually required to talk or hear
11. Occasionally work around fumes, airborne particles, or toxic chemicals
12. Occasionally/Frequently exposure to outside weather conditions
13. Occasionally/Frequently exposure to bloodborne and airborne pathogens or infectious materials (
14. While performing the duties of this job, the noise level in the work environment is usually Moderate-Loud.
15. The employee must occasionally lift and /or move more than 60 pounds(or can it be more/less) / frequently lift and/or move up to 60 pounds / continually lift and/or move up to 25 pounds
16. Specific vision abilities required by this job include: Close vision, Depth perception and ability to adjust focus

**17. TRAINING REQUIREMENTS:**

18. Orientation to YWCA Personnel Policies, Mission, Purpose and One Imperative.
19. Racial Justice Training
20. Orientation to Domestic Violence, Sexual Assault, Confidentiality, Mandatory Reporting.
21. Other appropriate training and in-service which will occur during employment.
22. Training as required by State of Michigan Child Care Licensing and high-quality program implementation
23. 24 hours of ongoing professional development yearly

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equal Opportunity Employer

**ACKNOWLEDGEMENT**

**I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.**

**Employee Signature:** \_\_\_\_\_ **Date:**

**Supervisor Signature:** \_\_\_\_\_ **Date:**

**Vice President Signature:** \_\_\_\_\_ **Date:**

**CEO Signature:** \_\_\_\_\_ **Date:**

**HR Signature:** \_\_\_\_\_ **Date:**

**Last Revised On:** May 23, 2022