



## Take Stock in Children Support Coordinator – Job Description

<b>Job Title:</b>	Take Stock in Children Support Coordinator		
<b>Supervisor:</b>	The Education Foundation Director of Programs	<b>Classification:</b>	NON-EXEMPT
<b>Department/Group:</b>	Take Stock in Children	<b>Position Type:</b>	Part-Time

### Take Stock in Children Support Coordinator Job Overview:

The Take Stock in Children Support Coordinator is a highly responsible position accountable for the development and coordination of the Take Stock in Children Wellness Program for Take Stock in Children students and their families. This position requires direct contact and consultation with students and parents and is intended to ensure maximum utilization of local community wellness resources so students can overcome challenges that are preventing them from maintaining the points of their Take Stock in Children contracts (good grades, behavior and attendance, etc.) and well-being. The TSIC Support Coordinator must possess a working knowledge of and have experience working with a variety of local resources and support services.

**Overall Goal/Mission:** To connect students and their families with appropriate mental health resources as well as provide more robust mental health training for our mentors and staff. This will be accomplished by building, maintaining and *consistently* improving a network of family support services that help our students stay on track and continue in the Take Stock in Children program so that they can achieve their goals of high school graduation and receive a post-secondary education.

### Major Responsibilities and Essential Functions

**Essential Function:** *To assess and meet student and/or family needs through one-on-one consultation along with needed follow-up.*

- Conduct regular sessions to assess and counsel students' wellness and consult with appropriate Foundation and school staff concerning identified students. These sessions would typically occur in person at the students' assigned schools, but due to COVID-19, the majority of these sessions will occur via Zoom Teleconference.
- Assist students in the development of self-esteem, decision-making skills, communication skills, problem-solving skills, coping skills, social skills, bully-proofing, anger management, stress reduction, and conflict resolution
- Work collaboratively with appropriate school staff and Education Foundation staff to develop plans and solutions concerning student issues relating to academic difficulties, poor attendance, social adjustment, emotional/behavioral difficulties, economic needs, health or medical needs, discipline or other personal and family problems
- Recognize overt indicators of student distress and take appropriate intervention, referral, or reporting actions to prevent self-harm and equip the students with skills to stabilize and maintain mental health and well-being
- Serve as a communication link for the program between schools, parents, and community agencies, and refer parents and students as needed to appropriate school services, crisis intervention services, community resources and activities;
- Provide culturally sensitive services to students and families in a nonjudgmental manner, which supports and enhances parental interest in the students' school life and empowers students and families to gain access to and effectively utilize appropriate community resources
- Prepare all required reports and maintain all appropriate records including travel logs



## Take Stock in Children Support Coordinator – Job Description

**Essential Function:** *To conduct community outreach, develop new partnerships and develop skills-based resilience-focused and wellbeing-focused programming based upon the students' needs.*

- Identify and understand what resources are available and build and maintain effective working relationships within a network of systems. Ability to network with, educate and involve community stakeholders.
- Provide in-service trainings and presentations for The Education Foundation's staff and Take Stock in Children mentors, parents and other stakeholders, in areas such as needs or threat assessment, resiliency, & community resources
- Deliver a Student Wellness Day event or online wellness series and other skills-based wellbeing-focused components for stakeholders associated with The Foundation's Take Stock in Children program
- Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- Manage conflicts and deal appropriately in difficult situations with clients, service providers, community partners, supervisors, and/or peers
- Organize and facilitate events, programs, groups, and workshops that are geared towards meeting the needs of the Take Stock students and their families

**Essential Function:** *Authorize, document and monitor the utilization of services to ensure resources are maximized and the overall goal and mission are being accomplished.*

- Create and maintain accurate case-load records, daily activity logs, statistics, and reports by utilizing the TSIC STAR Database, Skyward and creating interim database when needed for effective communication, documentation, departmental statistics, accountability, and program evaluation
- Monitor program for effectiveness and/or compliance
- Collect, analyze and interpret data, audit forms and reports for accuracy and completeness
- Assist students, as needed, with documentation of demographic information and service needs, using the identified forms and document this information using the data management system and/or otherwise approved tracking system, within required timeframe
- Participate in utilization reviews, tracking, and management of service provision and demographics information to help identify trends and potential service gaps, the students' needs
- Maintain adequate safeguards for privacy and confidentiality of student information according to the state and federal law and knowledge of policies and procedures as they pertain to The Foundation

### **Education and Experience Qualification:**

#### **Required:**

- Bachelors degree from an accredited educational institution in the field of social work or a mental health-related field
- Minimum of 3 years of experience in professional social work or related mental health field
- Minimum of 1 year of experience in project coordination
- Minimum of 1 year of experience in a student or children environment
- Must have an understanding of child development and risk factors that may lead to attendance and behavioral issues as well as poor academic performance
- Must have a valid Florida Driver's License with an acceptable driving record and ability to operate a motor vehicle
- Must have reliable transportation



## Take Stock in Children Support Coordinator – Job Description

### **Preferred:**

- Master's degree in social work or related field.
- Case Management, Civic Engagement experience
- Experience working with at-risk families and children with significant mental health and behavioral needs

### **Knowledge, Skills and Abilities:**

- Must relate well with others
- Strong written and oral communication skills
- Ability to implement innovative, creative approaches to reliance, mental health and wellbeing
- Ability to develop long-range and short-range objectives including monitoring and corrective action plans
- Ability to track, monitor, and report performance
- Knowledge of family dynamics and community-based care
- Knowledge of social services resources in Alachua County
- Demonstrated ability to partner with collaterals and service providers
- Ability to make public presentations and represent The Foundation in various settings
- Knowledge of best practices in child welfare/social work
- Ability to be flexible and manage multiple projects at the same time
- The ability for event planning, coordinating, and presenting wellness workshops
- Advanced computer and data entry skills while working with various computer applications, including, but not limited to Microsoft Word and excel

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and printers.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear, and stand. Office duties may require bending, reaching, pushing, pulling, carrying up to 25lbs., driving a motor vehicle, standing and prolonged periods of sitting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Position Type and Expected Hours of Work**

This is a part-time position working about 20 hours a week. Hours and days may vary. The Foundation days and hours of operation are Monday through Friday, 8 a.m. to 5 p.m. This position requires occasional overtime hours and occasional weekend work.

### **Travel**

Frequent same-day travel for work to other locations or events using a personal vehicle. Mileage is reimbursable through The Education Foundation.



## Take Stock in Children Support Coordinator – Job Description

### **Work Authorization/Security Clearance**

Must be eligible to work in the United States.

**Compensation Range:** \$24-\$25 per hour

### **AAP/EEO Statement**

The Education Foundation of Alachua County does not discriminate against any applicant for employment based on gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or other legally protected characteristic with respect to recruitment, hiring, job assignment, compensation or other terms and conditions of employment. All decisions regarding employment are solely based upon an individual's qualifications relative to the requirements of the position.

### **Other Duties**

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.

**Anyone who is interested should send a cover letter and resume to Tia Paul (Brock), Director of Programs at [brocktt@gm.sbac.edu](mailto:brocktt@gm.sbac.edu).**