



HEALTH FEDERATION OF PHILADELPHIA

Job Title	Family and Community Partnerships Coordinator
Department/Program	Children, Youth and Families; Early Head Start Program
Reports To	Director, Early Head Start Program
FLSA Status	Exempt
Supervises	Two Social Workers, one case manager and one Family Involvement Coordinator, Community Preceptor for students

JOB SUMMARY

Provides individual and group clinical supervision to four staff. Oversees coordination of services for families. Provides home visitation and case management intervention to families as needed. Assists in coordinating the student program and provides clinical supervision. Assists in and coordinates the planning, implementation and evaluation of daily activities/programming.

JOB SPECIFICATIONS

Responsibilities/Duties

- Provides individual and group clinical supervision to four staff
- Facilitates case conference and staff developmental activities
- Oversees coordination of services to families
- Provides home visitation and case management interventions to families as needed
- Coordinates and supervises MSW students
- Assists in the planning, implementation and evaluation of daily activities/programming
- Facilitates psychoeducational and support groups for families
- Established linkages with other service providers within the institution and/or in the community to facilitate client referrals and coordination of services
- Assists with the development and revision of policies and procedures
- Maintains confidentiality of workplace information according to the policies and procedures of Early Head Start and the Health Federation
- Operates within the guidelines established by departmental and institutional policies and procedures
- Performs other duties as assigned by the Supervisor.

Skills/Knowledge

- Knowledge and skills in the following areas: counseling of individuals and families in the areas of HIV and addiction; group processes and facilitation; crisis intervention; family-centered care model; maternal and child health; child

development and parenting; mental health issues; community resources and clinical supervision.

- Ability to manage multiple responsibilities in a timely fashion
- Ability to document clients progress, both written and orally
- Ability to work with various staff levels as a co-worker and/or supervisor
- Ability to negotiate systems and advocate for clients
- Knowledge of community resources and ability to link clients and coordinate services
- Knowledge and practice of confidentiality and issues of diversity
- Ability to participate and facilitate an interdisciplinary team while coordinating a family-centered approach to care
- Ability to prioritize and work independently as well as cooperatively
- Ability to establish professional limit setting

Education

- Masters of Social Work or Family Therapy
- Pennsylvania State Social Work License

Experience

- Minimum 3 years experience required in the following areas:
 - Individual, family and group counseling with families with multiple biopsychosocial risks
 - Community outreach/education
 - Leader in health-related multi-disciplinary team
 - Case management
 - Supervision of Masters level Social Work students and/or staff

Physical Demands

Standard office setting plus home visits. Walking, standing, sitting, travel to home visits via personal vehicle or public transportation required.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. They should not be interpreted as an exhaustive list of all the responsibilities and/or skills required.