



Job Description

Family Engagement Community Alignment Coordinator

Employee Name:	Enter employee name	Effective Date:	Click here to enter a date
Division:	Child & Family Services	Program:	Help Me Grow North Texas
Position Title:	Family Engagement Community Alignment Coordinator	Functional Title:	Family Engagement Community Alignment Coordinator
Position Code:	Enter the position code	Location:	3800 Hulen
Salary Group:	Full time salary	FLSA Status:	Exempt
Position Type:	Full time salary	Shift:	Variable

I. Job Purpose

This position manages, coordinates, and participates in the development and maintenance of family and community relationships and resources. This includes new and on-going communication and collaboration between community entities and family partners for Help Me Grow North Texas.

Duties performed by this position will be executed in a manner that will accomplish the mission and principles of the Child & Family Services programs, in compliance with grants and funding sources.

This position requires use of the employee's education, training, and expertise to make decisions.

II. Essential Functions

- A) Develop and maintain relationships with community providers and families to build family leadership and provide family voice to CFS and Help Me Grow North Texas.
- B) Serves as the Lead Family Partner for programs and Help Me Grow North Texas.
- C) Oversee and support the Help Me Grow North Texas Family Partners in the following ways:
 - 1. Orientation of the Help Me Grow North Texas project, subcommittees and Action Plans.
 - 2. Integration into appropriate Help Me Grow subcommittees, Leadership Team, Early Childhood Wellness Council, and other related decision-making groups and meetings.
 - 3. Oversight and facilitation of the Family Partner stipends ensuring Family Partners are compensated accurately and timely for their participation.
 - 4. Linking Family Partners to appropriate related technical assistance, workshops and trainings.
 - 5. Preparing for and debriefing after all meeting, conference, and training attendance.
- D) Development, oversight, and promotion of the Help Me Grow Family Advisory Council ensuring Family Partners' preferences, ideas and input guides the entity and operation.
- E) Knowledge, promotion and participation in statewide family advocacy and leadership initiatives.
- F) Alignment with other local family advocacy and fatherhood engagement groups and recruiting appointed representatives to serve on the Help Me Grow North Texas Family Advisory Council.
- G) Provide support and guidance to the Help Me Grow North Texas providers for the integration of family voice in all decision-making groups and meetings.
- H) Develop and maintain relationships with national entities to bring forward related trainings, workshops, materials, technical assistance and other meetings to support Help Me Grow North Texas in its growth in family leadership and family voice.

- I) Support and inform CFS staff regarding community outreach events, workshops, conferences and other opportunities to strengthen presence in the community that will enhance public awareness, increase referrals, promote the benefits of programs, expand service opportunities and increase family engagement/leadership skills and opportunities.
- J) Develop new and support existing inter-agency and intra-agency communication, including serving as the liaison to the MHMR Communications Coordinator for promotional needs.
- K) Serve on the HMGNTX Family Engagement and Marketing Subcommittee, the Leadership Team and any other meetings as assigned by Director to represent HMG Family Leadership and Outreach roles.
- L) Support MHMR staff and educational partners to develop and enhance family and school partnerships and support student-mental health strategies such as with the MHMR ACRU, AVID campus initiatives, student transitions from psychiatric hospitalizations/RTC/out of home placement and re-engagement with school.
- M) Manages daily tasks
 1. Maintains and submits all required daily documentation.
 2. Meets standards and requirements of tasks, as assigned.
 3. Completes assignments in a professional and timely manner.
 4. Participates in meetings and committees, as requested.
 5. Provides resources and support, when needed.
 6. Ensures assignments and reports are accurate and deadlines are met.
 7. Meets performance measures/expectations as determined and outlined by supervisor.
- N) Initiates professional growth and development and maintains competency through continuing education.
 1. Successfully completes MHMRTC orientation within required timelines.
 2. Successfully completes all required MHMRTC training, including annual refresher courses, within specified timeframes.
 3. Maintains current knowledge of changes or trends in the birth to five field by reading relevant material and attending training focusing on evidenced-based research practices.
 4. Attends professional meetings, webinars, or seminars, when requested or as approved.
 5. Participates on MHMR Tarrant or community committees, as agreed upon by supervisor.
 6. Performs other duties and special projects as assigned supervisor.
- O) Perform other job duties or responsibilities as requested or assigned. Performance standards are performed as applicable with MHMR's We CARE values "We Connect People in Our Community. We Provide Access to Services. We Link People to Resources. We Empower People."

III. Knowledge of Laws, Regulations, Policies/Procedures, Skills, and Abilities

- A) General knowledge of typical development and conditions impacting mothers prenatally, postpartum and newborns at birth to 12 weeks old.
- B) Knowledge of CFS programs' eligibility requirements and how to refer.
- C) Knowledge of Family Connects grants and funding sources.
- D) MHMRTC Policies and Procedures.
- E) FERPA and HIPPA compliance.
- F) Knowledge of CFS business operations.
- G) Ability to demonstrate integrity.
- H) Possess basic analytical skills.
- I) Possess strong time-management skills.
- J) Ability to multitask and maintain focus.

- K) Ability to dress neatly and appropriately.
- L) Ability to work a variable schedule.
- M) Ability to drive to different areas to do community outreach and education.
- N) Ability to work independently, with no immediate supervision.
- O) General knowledge of healthcare billing practices and effective public relations/child find practices.

IV. Internal & External Customer Service

- A) Knowledge, skills and ability to work effectively with families /adults from various cultural, linguistic, socio-economic, cognitive, social-emotional and educational statuses.
- B) Ability and skills to communicate both orally and in writing.
- C) Ability to strive to make effective working relationships with internal and external customers that are characterized by mutual support, open communication, trust and respect.
- D) Ability to problem solve with infrequent assistance from supervisor. Identify and use a rational approach for the situation. Communicate problems and decisions to supervisor.
- E) Ability to discuss uncomfortable and potentially conflict-producing, stressful topics in a professional and effective manner with internal and external customers and maintain courteous interaction.

V. Travel

This position requires frequent local travel in personal vehicle, often in difficult driving conditions and/or situations.

VI. Equipment Used

- Personal Computer
- Printer
- Agency Telephone
- Projector
- Copy Machine
- Paper Shredder
- Scanner
- Conference Calling Equipment
- Video Conferencing

VII. Minimum Qualifications

- a. **Education:** Bachelor's Degree in public health or another human services field.
- b. **Preferences:** Master's Degree in public health or another human services field.
- c. **Substitutions:**
- d. **Years' Experience:**
- e. **Defined Experience:**
- f. **License/Certifications:**
- g. **Special Courses:**
- h. **Supervisory Experience:**

VIII. Agency Requirements

- A) All staff are required to participate in agency Emergency Preparedness and Environmental Safety programs and may be assigned by their department as a key/essential staff level function during critical events or for the purpose of sustaining business continuity.
- B) This position may require temporary or permanent re-assignment to any MHMR Tarrant facility as determined by program needs and/or the Division/Director.

- C) Assigned work hours may change as the needs of the agency change.
- D) The Functional Title of this position may change as the needs of the agency change.
- E) All work will be completed within the scheduled work hours. All non-exempt (hourly) employees are expected to clock in and clock out for each work shift, no work should be done off the clock.
- F) Prior approval from supervisor is required for all Paid Time Off (PTO) and Overtime.
 - 1. MHMR reserves the right to change, add to or eliminate positions as it deems appropriate.
 - 2. Employment is at will, as well as agency needs may change.
 - 3. Agency dress code is to be followed at all times.
 - 4. Regular and predictable work-site attendance, and punctuality is an essential function of this position.
 - 5. Physical on-site presence, including regular attendance and punctuality, is an essential function of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance.

IX. Occupational Demand Requirements

Note: Check the physical demands, mental requirements, and working conditions of the essential functions of the job. All jobs with the same job title must have the same requirements regardless if that requirement is not currently used by each employee in that position.

Physical Requirements

- Bending (neck)
- Bending (waist)
- Climbing (stairs)
- Climbing (ladders)
- Crawling
- Dual, simultaneous, and simple grasping
- Handling objects
- Kneeling
- Operating mechanical equipment
- Operating motor equipment
- Operating office equipment
- Pushing
- Pulling straight and hand-over-hand
- Reaching (above/below shoulders)
- Sitting
- Squatting
- Standing
- Stooping

- Twisting (neck)
- Twisting (waist)
- Using fine finger movement (manual dexterity)
- Walking

Must be able to carry/lift loads of:

Mental Requirements

- Speaking/understanding English
- Counting
- Writing
- Communicating orally
- Communicating electronically
- Performing calculations
- Reasoning and analyzing
- Reading and comprehending
- Accepting constructive criticism
- Maintaining regular attendance

Work Site & Environmental Conditions

Note: This job may have potential occupational exposure to blood or other potentially infectious materials.

- Contact with water/liquids
- Exposure to dust, fumes, gases, or chemicals
- Exposure to excessive noises
- Exposure to variations in temperature (dampness, humidity, cold, heat, etc.)
- Exposure to unsanitary environments
- Exposure to high-crime environments
- Exposure to potentially hostile environments
- Exposure to radiant/electrical energy
- Exposure to silica, asbestos
- Indoor environments

Physical Requirements

Mental Requirements

- | | |
|--|---|
| <input type="checkbox"/> up to 15 lbs. | <input checked="" type="checkbox"/> Outdoor environments |
| <input type="checkbox"/> Carr | |
| <input checked="" type="checkbox"/> 15 to 44 lbs. | <input checked="" type="checkbox"/> Carry <input checked="" type="checkbox"/> Lift <input checked="" type="checkbox"/> Slippery/uneven walking surfaces |
| <input type="checkbox"/> 45 to 75 lbs. | <input type="checkbox"/> Carry <input type="checkbox"/> Lift <input checked="" type="checkbox"/> Travel by motor vehicle |
| <input checked="" type="checkbox"/> Ability to see (with visual aid) | <input type="checkbox"/> Travel by plane |
| <input type="checkbox"/> Ability to see (without visual aid) | <input checked="" type="checkbox"/> Working alone |
| <input checked="" type="checkbox"/> Ability to perceive depth | <input type="checkbox"/> Click here to enter text. |
| <input checked="" type="checkbox"/> Ability to hear (with hearing aid) | <input type="checkbox"/> Click here to enter text. |
| <input type="checkbox"/> Ability to hear (without hearing aid) | <input type="checkbox"/> Click here to enter text. |
| <input checked="" type="checkbox"/> Ability to identify colors | <input type="checkbox"/> Click here to enter text. |

Requirements listed are minimal. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

X. Supervisory Relations & Responsibilities

- A) **Supervisors:** Help Me Grow Regional Director
- B) **Supervises** (positions and how many): None
- C) **Management Responsibilities:** None

XI. Specialized Program Expectations

- A) Addendum required for Specialized Expectation
 YES NO
- B) Addendum attached
 YES NO
- C) Notes/Other:

XII. Signatures

I have reviewed this job description, it has been discussed with me, and I understand the performance expected of me. The above job description is intended to describe the general nature and level of work being performed by an employee assigned this job. This information is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Employee Name:	Staff ID:
Employee Signature: _____	Date: _____

Supervisor Name:	Staff ID:
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Job Description
Family Engagement Community Alignment Coordinator

Supervisor Signature: _____ Date _____

MHMR is an Equal Opportunity Employer and participates in E-Verify. MHMR does not discriminate in recruitment, hiring, and other employment practices on the basis of race, color, religion, gender, national origin, age, sexual orientation, veteran status, disability, or any other legally protected status. MHMR is also committed to working with and providing reasonable accommodation to individuals with disabilities.