

Job Announcement

Family Service Coordinator

Children's Connections Inc. is currently looking for a full-time Family Service Coordinator to join the fast pace of this established agency. Children's Connections Inc. offers paid holidays, paid time off, and health benefits are available in an environment that is supportive, fun and friendly! The Family Service Coordinators work closely with the agency directors. This job is important in the lives of many others.

WORK ACTIVITIES: The Family Services Coordinator oversees programs for parents with children under the age of three and those expecting a child.

- Make initial contacts with clients statewide
- Assign staff to work with each family and follow up on services provided
- Plan and conduct special events, presentations, informational booths and other programs
- Serve as the lead agency contact with community and state agencies as assigned
- Responsible for ensuring all program requirements are met for all programs
- Maintain data spreadsheets, hard copy files and print reports
- Maintain a professional office environment and organized workspace
- Communicate effectively with clients, staff, and contractors
- Answer telephone calls and emails, handling needs of callers as assigned and record and distribute messages in a timely, professional manner
- Occasional evenings and weekends
- Accept phone calls after hours on occasion

Job Qualifications:

- Bachelor's degree in a relevant field preferred and 2 to 5 years' work experience required. Degree in Family & Consumer Sciences education or Social Work preferred
- Master's degree and or license or certification preferred
- Ability to communicate effectively in oral and written forms
- Must have previous office experience in busy office setting
- Have no convictions of felony or misdemeanor classified as an offense against the person or family, or public indecency, or a felony violation of a substance included in the Texas Controlled Substance Act
- Must have reliable transportation, with a good driving record and liability insurance
- Must have respect and understanding of people from different races, cultures, and backgrounds
- Must be flexible to accommodate a growing and changing company
- Must have ability to operate office equipment including computers, tablet, Internet, alarm, telephone system, copier, fax, shredder, etc.
- Must be competent and have previous skills in using Microsoft Word, PowerPoint, Publisher, Excel, database management a plus
- Must be able to successfully pass TB test, drug test, and background checks. Random drug testing is conducted.

Qualified candidates must not conduct work for themselves or other agencies that would be a conflict of interest with any CCI program and must be able to pass criminal and child abuse/neglect background checks. If qualified, send an email with attached cover letter and resume to jobs@childrensconnections.org. We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.