



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are currently seeking passionate and energetic **Save the Children Coordinator** for our Early Learning Center in **Centennial, San Luis, CO**. This position is regular **Full - Time** and is eligible for our generous benefit offerings including medical, dental, vision, matching 401k, and a fantastic paid time off plan!

POSITION SUMMARY

This position is responsible for the implementation of the *Early Steps to School Program*. This program recruits, advocates and coordinates resources and community programs focus on early learning for both families and children.

DUTIES & RESPONSIBILITIES

- Recruit pregnant families and children ages birth to five into the program.
- Develop and schedule the program activities, including home visiting, parent/child groups, toddler play groups, transition to school activities, and other programmatic activities.
- Provide regular home visits to families (twice monthly) using an STC approved home visiting curriculum.

- Organize and conduct regular (minimum of one per month) parent/child groups, in the elementary school when possible and feasible.
- Conduct child screenings and make referrals to community providers for follow up assessment as needed.
- Coordinate with STC staff, program partners, local schools and other community agencies in implementing *Early Steps*.
- Participate in training and technical assistance activities including STC sponsored group trainings, technical assistance site visits, monthly audio conference calls and web based resource sharing and training activities.
- Participate in the evaluation of *Early Steps*, including data collection, interviewing and videotaping activities
- Attends and actively participates in weekly Family and Children meetings to discuss status.
- Empowers versus enables families while maintaining appropriate Family and Agency boundaries.
- Collaborates with community partners to ensure the provision of appropriate resources for families.
- Assess, monitors, evaluates and documents each family's status and needs, including but not limited to, progress of goals, crisis intervention, referrals, needs identification, follow-up, etc.
- Serves as a positive role model for families and actively promotes a positive early learning experience.
- Responsible for conducting home visits for families on a regular basis based upon regulation and Agency standards.
- Demonstrates responsible, nurturing and professional behavior at all times.
- Maintains confidentiality in regard to staff, children, family and community information.
- Must be able to fulfill role as mandated reporter and follow all rules regarding identification and reporting of possible child abuse and neglect.
- Builds a positive rapport with children, families, team members and volunteers.
- Seeks out continued professional development opportunities so as to keep skills, methods and knowledge of family engagement and support services current and relevant.
- Proactive awareness of required trainings for their position and actively participates in all required trainings.
- Other related duties as assigned.

EDUCATION REQUIREMENTS

- Bachelor's Degree in Social Work, Social Sciences, Human Services, or a related field OR Associates Degree in Social Work, Social Sciences, Human Services, or related field.

EXPERIENCE & SKILL REQUIREMENTS

- Minimum of 3-years working with families in a social work, human services or related field.
- Minimum of 2 years case management and case noting experience.
- Must be people oriented and demonstrate compassion, professionalism, teamwork and positive attitude.

- Must have the ability to travel within the communities at least 70% of the time. This includes, but is not limited to, driving and walking throughout the communities to recruit and speak with potential families for our program.
- Must be able to work flexible hours and work adjusted schedules to coordinate and attend Agency functions after hours and/or on a weekends for functions related to family engagement, children events, and other events that benefit children and families in the community.
- Must be physically able to provide one to one home visits and conduct independent and joint recruitment activities.
- Must have experience with accurately collecting, documenting and analyzing program data.
- Ability to understand and strictly adhere to the strict confidentiality and maintain boundaries.
- Must have excellent communication skills (i.e.; read, write, and understand written and oral communications).
- Must have a minimum of Intermediate knowledge and demonstrated application of technology and systems such as MS Word, Excel, email and case noting systems required.
- Knowledge and awareness of early childhood services including services for infants and toddlers.
- Must be able to follow all safety and security regulations that pertain to children safety and security.
- Must be able to fulfill role as a mandated reporter and follow all rules regarding the identification and reporting of possible child abuse and neglect.
- English and Spanish proficiency (reading, writing, and speaking) is required for this position.
- Ability to accurately perform mathematical functions and perform simple to complex calculations for the determination of family income and eligibility.
- Ability to multi-task and prioritize.
- Must have strong organizational and time management skills.
- Must be able to work independently.
- Ability to read and follow detailed schedules, policies, standards and regulations.

SCREENING REQUIREMENTS

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required by their physician or other health care professional.

- Staff are responsible for obtaining medical statements and TB test results within 30-days of employment.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. A criminal record check and background record check (via database of confirmed child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Motor Vehicle Record (MVR) and Valid Driver's License (for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear. Must also be able to move swiftly so as to respond to urgent and emergency care situations with children.

This position will be required to be very mobile via walking and/or driving travel throughout the state and/or their assigned areas to recruit, receive training and/or attend Agency meetings and conferences.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate to loud.

While outside doing recruitment activities the environment could vary greatly based upon weather conditions (hot, warm, cold and wet conditions). Recruitment activities will involve working outdoors (city, rural and farm communities), indoors, and in varied environments and weather conditions.

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSER is an Equal Opportunity Employer

