

FAMILY CENTER COORDINATOR

Tri County Community Action (TCCA) is seeking a compassionate and motivated Family Center Coordinator to join our Family Center Program. This position involves a high degree of responsibility, accountability, and a willingness to work with a diverse population, along with a driving desire to make a difference in the lives of low-income families, parents, and children.

Here's what being a FAMILY CENTER COORDINATOR looks like. You will...

Promote a positive relationship between parents and children through utilization of the in-home visitation Parents as Teachers curriculum, which includes work with families to develop a family service plan, individualized goals development, and developmental assessments with enrolled children.

Maintain client records in a professional and confidential manner in accordance with agency requirements.

Assist the Family Center Manager in providing direct supervision of staff and programming.

Assist the Family Center Manager in client record audits.

Assist with the facilitation of staff meetings.

Provide reflective supervision and case consultation as required by programming standards.

Promote a positive relationship between parents and children utilizing the in-home Parents as Teachers curriculum.

Assist with the planning, implementation, facilitation, and/or attendance of special events relating to Family Center programming and initiatives in the community.

And here is what you'll need: Bachelor's Degree from a four year college or university, one or two years related experience and/or training, or equivalent combination of education and experience. FBI clearance, acceptable motor vehicle record, and Act 33/34 clearances are required in order to be considered for this position.

The principal working location for this position will be our Harrisburg office. This role offers a starting salary of \$20 per hour and a generous benefits package.

**Interested and think you'd be a great fit for our team?
Submit your resume & cover letter to:**

Tri County Community Action c/o Human Resources
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org