

Jewish Renaissance Foundation

Job Description

<u>Title:</u>	Family Partner
<u>Program:</u>	Bayside Family Success Center (FSC)
<u>Department:</u>	Community & Family Services
<u>Status:</u>	Regular/Full-Time/Non-Exempt
<u>Reports To:</u>	Program Manager, Community & Family Services
<u>Salary range:</u>	\$32,760-\$36,000 (\$18-20/hr.)

Who We Are:

Established in 1996, the Jewish Renaissance Foundation (JRF) is a nonprofit organization that currently serves more than 6,000 people in Middlesex County each year. We believe in changing lives by creating hope and self-sufficiency, and we succeed by providing essential health and human services, community development and youth programs. Our life-improving services extend across all cultures and faiths, regardless of economic status. The JRF brings innovative ideas and culturally competent programs and services to advance the health and well-being of all people and we work to address barriers to economic self-sufficiency. The JRF serves as both a Federally designated Community Action Agency administering a range of anti-poverty programs and a Federally Qualified Health Center providing primary care at our Community Health Center (CHC) to those who have limited access to health care.

If you are seeking a position within an organization whose vision is to overcome poverty and hopelessness, then consider a position with the Jewish Renaissance Foundation.

Job Summary:

Responsible for facilitating onsite support groups and workshops for families, as well as developing and maintaining a robust family engagement approach. This position is chiefly responsible for the following core functions and performs other tasks as needed:

- Advocate for families and make appropriate referrals.
- Planning for family/engagement events.
- Communication and service coordination for FSC families.

Responsibilities:

- Facilitate family programming at the FSC including planning, outreach, registration and the purchase of necessary items.
- Incorporate and implement the FSC's "Principles of Family Support" and the "Protective Factors" into all aspects of their work.
- Learn the FSC Practice Profile and understand how it applies to the operation of the FSC. Utilize the essential functions in the Practice Profile and be intentional about ensuring that the recommended behavior is present in all FSC activities.
- Establish a trusting relationship with our families and other family advocates as needed.
- Increase the family's ability to problem-solve and advocate for themselves and their children.
- Model effective coping techniques for parents and caregivers.
- Lead a variety of support services for parents/care givers (e.g.; support groups, workshops, events, "Active Parenting").
- Support parent leaders in the management and development of programming at the FSC through meeting with the FSC Parent Advisory Board.
- Maintain and manage schedule effectively to prioritize the needs of multiple families, meetings, external and internal customers.
- Produce and maintain accurate and timely documentation within agency standards including statistics for program outcomes.
- Assist in planning and organizing parent-child activities, parent leadership development, and family programming.

- Versatility when planning childcare activities for children, considering developmental stages of children in attendance.
- Support the FSC team with the creation of flyers and outreach tools.
- Coordinate a variety of strategies for the FSC to help increase family participation.
- Enter all programs, activities, and services in EmpowOR, making sure the data is accurate.
- Manage and help develop forms, zoom meetings, and Facebook posts, to track participation.
- Attend all staff meetings, retreats, committee meetings, and any other mandatory agency-wide meetings.
- Assist with training for any new FSC Team members.
- Other duties and special projects as assigned.

Qualifications:

- Associate degree in a social services or similar field with at least two (2) years' experience, preferably in work related to family development and/or case management; and/or in child protective services.
- Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis with thirty (30) semester-hour credits being equal to one (1) year of experience.
- A valid New Jersey driver's license is required.
- Bilingual English/Spanish required.
- Proficiency with Microsoft Office Suite (MS Word, Excel, Power Point, and Outlook).
- A working knowledge of google tools, zoom, canva, video tools and managing social media outlets like Facebook.
- Skilled in creating flyers and outreach tools for activities/ events.
- Must be compassionate, empathetic and have good facilitation and communication skills.
- Well organized with excellent time management and able to respond quickly and effectively in emergency circumstances.
- Must be culturally sensitive.
- Strong preference for candidates who are familiar with Perth Amboy and the surrounding communities within Middlesex County.

Benefits:

- 35 hours work week
- Company paid employee medical coverage (*Eligible after 90 days of continuous employment*)
- Access to Dental, Vision, and supplemental benefits through Aflac;
- Access to 403B Retirement Plan.
- Up to 10 days of vacation and 10 days of choice
- All company-paid federal holidays, eligible upon hire.
- Professional Development opportunities

The Jewish Renaissance Foundation is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, disability, veteran status, or any other protected status.

If you are interested in this position, please send your resume to:

jobs@jrfnj.org

Attention: Director of Human Resources



**Jewish
Renaissance
Foundation**

"One People, One Heart"

For full job descriptions and to learn more, visit <http://www.jrfnj.org>