

Job Title	Parent & Community Outreach Specialist
Employer/ Agency	Family Service Center of Galveston County
Job Description	<p>Responsible for agency-wide community outreach activities and the recruitment, development, and coordination of a collaborative network of Parent Education Educators, and implementing parent education workshop series. Responsible for developing and implementing recruitment strategies targeting at-risk parents. Engages in community outreach activities, community education, group skill-building classes, and case management activities.</p> <p>ESSENTIAL JOB FUNCTIONS:</p> <ul style="list-style-type: none">• Conducts outreach activities to identify clients, inform community of services, and build community collaborative relationships.• Establishes and maintains professional relationships with service providers, community stakeholders, and local officials.• Attends community meetings to recruit and develop community partners to inform community of services, and form a collaborative network of Parent Education Educators.• Develops and maintains relationships with school districts around mental health needs and early childhood parenting needs.• Coordinates and manages all Parent Education program activities in assigned geographic region (Mainland Galveston County Communities/Galveston Island Community).• Recruits at-risk parents to participate in parent education groups.• Implements parent education workshop series using agency approved Evidence-Based curricula.• Manages diaper and incentive donations for parent education participants.• Secures transportation, babysitting services, and meals for parent education workshops.• Gathers and enters data in to FSC's EMR system regarding parent education workshops.• Maintains accurate and timely records.• Ensures that the program meets the standards of accrediting bodies and funding sources.• Provides case management services and appropriate referrals.• Adheres to internal controls and procedures established for program.• Respects and supports client rights, including confidentiality.

Qualifications	<p>REQUIRED EDUCATION / EXPERIENCE:</p> <ul style="list-style-type: none"> • Parent & Community Outreach Specialist I: Associate’s degree and one year relevant experience. • Parent & Community Outreach Specialist II: Bachelor’s degree and two years relevant experience. • Parent & Community Outreach Specialist III: Master’s degree and two years relevant experience. • Social Work Degree preferred <p>KNOWLEDGE/SKILLS/ABILITIES: Knowledge of Early Childhood development, issues, and effective interventions. Ability and experience in facilitating educational groups; preferred parent education group experience. Spanish-speaking preferred</p> <p>WORK ENVIRONMENT: Parent & Community Outreach Specialist will work as part of an interdisciplinary team across all FSC programs. Community-based locations may include churches, community centers, UTMB Health Clinics, early childhood educational center, and other identified locations.</p>
Salary/Hours	Salary to be determined based on experience/40 hours per week, Monday – Friday, some evenings and weekends
Employer/Agency	Family Service Center of Galveston County
Address	2200 Market Street, Suite 600
City, State, Zip	Galveston, Texas 77550
Contact Person	Maryanne Termini
Contact Title	Finance and Administrative Manager
Telephone Number	409-762-8636
Fax Number	409-762-4185
Email Address	centero@fscgal.org
Application Method	Complete FSC Employment Application and job opportunity description available at: http://www.fsc-galveston.org/contact/employment/
Opening Date	11/2/2017

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

