Family Engagement Specialist

Child Care Resources at Mt. Baker Family Resource Center

The Mt. Baker Family Resource Center (FRC) is an innovative project on the ground floor of a newly constructed affordable family housing complex adjacent to the Mt. Baker Light Rail Station. The FRC will offer a one-stop resource hub to support families in the community. Lead service partners include Mary’s Place, Child Care Resources, Refugee Women’s Alliance (ReWA), and Mercy Housing. The Mt. Baker Family Engagement Specialist will be the CCR staff person assigned to the FRC and will work in collaboration with professionals from the three partner agencies.

Mt. Baker Family Engagement Specialist:

Child Care Resources is looking for a motivated, self-starting, creative problem solver passionate about connecting families to child care and early learning opportunities for their children. The Family Engagement Specialist will work closely with the Homeless Child Care team at Child Care Resources and the team of partner agencies at the FRC as they provide culturally relevant and inclusive child care and early learning navigation services to families accessing the center.

The Mt. Baker Family Engagement Specialist is a member of the CCR Family Services Department and reports to the Homeless Child Care Subsidy Program Manager. This position will be based primarily at the Mt. Baker Family Resource Center in Seattle. This position requires frequent travel to CCR’s Seattle office and occasional travel to Kent.

Responsibilities:

- Provide culturally relevant, inclusive services in person at the Mt. Baker FRC, over the phone, and by email to families, child care providers, and other community members;
- Develop effective working relationships with the FRC team composed of partner agency staff;
- Help develop and implement protocols and procedures for responding to clients’ needs;
- Assess the child care needs of the families seeking support and provide information and consultation on assessing quality and choosing child care that will meet families’ needs;
- Use CCR database to provide referrals to licensed child care providers in the community;
- Develop understanding of services offered by FRC partner agencies and provide effective referrals;
- Facilitate communication between parents and their providers in understanding mutual expectations. Address and help mitigate issues relating to families’ child care arrangements;
- Assist families to access Working Connections Child Care subsidy (WA state) and other public benefits, when eligible;
- When eligible, authorize CCR child care subsidies and monthly extensions;
- Provide information, materials, and consultation to parents about child development and explore opportunities to perform developmental screenings at the FRC;
- Identify community training opportunities to be hosted at the FRC community space;
- Keep accurate program records and document all services provided for each family; and
- Prepare reports and other written materials related to program.
Minimum Qualifications:

At least 5 years of relevant experience; or an Associate of Arts degree in Early Childhood Education, Social Work or a related field and 3 years related work experience; or a Bachelor of Arts degree in Early Childhood Education, Social Work or a related field and 2 years related work experience; or a Masters degree in Early Childhood Education or Social Work and 1 year related job experience.

Additional requirements include:

- Ability to work in a team environment, to communicate, and to actively participate in CCR & FRC team meetings, committees and community groups;
- Approach work with a sense of possibility, see challenges as opportunities for creative problem-solving, and work to find creative solutions;
- Experience working with individuals from diverse backgrounds, and a demonstrated commitment to diversity, cultural relevancy, and inclusion;
- Experience working with low income persons and individuals experiencing homelessness;
- Understanding of the effects of poverty, racism and classism on families from marginalized communities and populations;
- Experience with case management and/or family advocacy;
- Effective interpersonal skills including demonstrated ability to constructively manage conflict;
- Ability to work under deadlines, work on several tasks simultaneously, organize and prioritize work quickly in response to changing needs;
- Critical thinking and analytical skills;
- Proficiency in Microsoft Office Suite, and data entry experience is helpful;
- Washington State Driver’s License, auto insurance, and access to a reliable automobile; and
- Flexibility to work limited evening and weekend hours.

Desired qualifications:

- Native language speaking abilities in Spanish, Chinese, and/or Somali; and
- Knowledge of early childhood development, child care and other early learning opportunities;

FLSA Status: Full Time, Exempt

Hiring Salary Range: $45,931 - $54,036 depending on experience.

CCR’s benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 9 paid holidays and week-long office closure at year-end, flexible work environment, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match. Position is open until filled.

To apply: Please email your resume and cover letter detailing how your experience and interest is a match for this specific position to: hr@childcare.org. For more information on Child Care Resources, please visit our website at www.childcare.org.