



PART OF THE SHEPPARD PRATT HEALTH SYSTEM:



## FAMILY SERVICES, INC.

### Position Description

**Job Title:** Bi-lingual Service Coordinator **Program:** Family Discovery Center (FDC) Rockville, MD

<https://www.sheppardpratt.org/careers/>

**Job Summary:** Recruits participants and plans, coordinates and implements Center programming to promote participant self-sufficiency, including educational and employment goals. Provides basic literacy classes and training on life skills such as financial literacy and career preparation. Work hours may include some evening hours to accommodate programming schedule.

#### **Duties and Responsibilities:**

Recruits FDC program participants and meets with new families to explain services and complete enrollment paperwork. Ensures that new participants are welcomed and integrated into Center programs and activities. Meets with each participant at least twice monthly for service coordination and case management.

Plans, coordinates and implements Center programming including employment readiness health education and other life skills classes (as needed). Assists in completing a Life Skills Progression needs assessment and Family Activity Form with each participant to outline self-sufficiency, school readiness and family goals. Maintains contact with community providers to facilitate recruitment and referrals, and to follow up on referrals. Attends staff meetings and regular professional trainings to enhance skills and professional development. Coordinates participant services and reviews goals in regular case meetings with staff. Provides regular updates to the Program Manager. Ensures that all participant files are complete and that confidentiality is maintained. Submits required reports in a timely and accurate manner. Other duties as assigned.

#### **Qualifications:**

Bachelor's degree in Social Work, Human Service or related fields acceptable with a minimum of four years direct service experience. Must have experience working with individuals and facilitating groups, and good knowledge of community resources. Must demonstrate a commitment and ability to serve a diverse community, including low-income families, English language learners, and families with young children. Requires valid driver's license and good driving record. Bi-lingual English/Spanish strongly preferred.