**Northeast Florida Healthy Start Coalition, Inc.**

**Growing Responsible Fathers Job Description**

**Job Title:** Training & Outreach Coordinator

**Objectives:** To conduct training for facilitators, case managers and community partners and

conduct outreach to recruit participants to the Growing Responsible Fathers program

**Qualifications:** Bachelor’s degree in Social Work, related field or equivalent work experience in the field.

* + - Knowledge of community resources and counseling/social work practices with high-risk populations
    - Experience working with persons in crisis.
    - Good documentation skills.
    - Excellent written and verbal communication skills, ability to establish rapport
    - with clients
    - Ability to work independently with strong sense of focus, task-oriented,
    - nonjudgmental, open personal qualities, clear sense of boundaries.
    - A strong sense of and respect for confidentiality involving both clients and
    - fellow employees.
    - Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.
    - Ability to legally operate a motor vehicle and provide own transportation.

**Essential Duties:**

* + - Support the Project Director in providing community networking, collaborative partnerships, MOUs and ongoing services/
    - Provide training in parenting education, couples communication and infant care and responsibilities and Domestic Violence utilizing *(but not limited to)*
    - the “24/7 Dad”, “Inside-Out Dad “, “Mom as Gateway” and “Boot Camp for New Dads” curricula.
    - Training of volunteers and designated supportive staff
    - Conduct outreach with community agencies to increase knowledge and referrals to program, assist with recruiting and retaining participants from the target population
    - Conduct initial contacts with fathers referred to case management services
    - Initiate referrals made to case managers on behalf of the father requesting such services, such as mental health counseling, substance abuse counseling, legal services, individual skill building, literacy skills, employment and education, and financial planning.
    - Work directly with case managers, the local domestic violence shelter and the local child abuse to ensure appropriate referrals and availability of services, especially regarding domestic violence and child abuse, to participants.
    - Support evaluation plan, including training on and oversight of all data collection, tracking system, analysis of data and dissemination of results as directed
    - Complete required reports and participate in technical assistance activities and
    - meetings of the funding agency
    - Attend meetings and training as required.
    - Other duties are assigned.