

## **Family Services Coordinator (Full Time)**

Join a diverse and vibrant team of professionals to coordinate services and activities for children and families enrolled in the **CAPIC Head Start** program. Centers are located in Chelsea, Revere and Winthrop.

- Coordinate family services and family engagement activities to meet the needs of a culturally diverse low- income population of families whose pre-school children are enrolled in the **Head Start Program**
- Provide supervision, leadership, and support, to six social service staff to ensure effective delivery of supportive services, parent training activities, home visitation, behavioral health services, and interagency collaboration
- Coordinate behavioral health contracts and services provided with several community based organizations that deliver integrated play therapy services within the classroom environment
- Provide classroom teachers with support to effectively manage children displaying challenging behaviors
- Develop training programs to meet the individual and group needs of families
- Work within the communities of Chelsea, Revere, and Winthrop to identify, plan and coordinate services
- Participate in interdisciplinary management meetings to determine best practice in delivering comprehensive high quality services to low income families.

### **REQUIREMENTS;**

- MSW, or BA/BS in social work, counseling, human services or related field.
- **Two years supervisory experience**, and vehicle required.
- **Fluency in Spanish.**
- Excellent written and verbal communications skills
- Computer skills; word, excel, PowerPoint outlook publisher

### **\* EXCELLENT BENEFITS**

Resume and cover letter to:

Joanne Stone-Libon

Head Start Director

67 Crescent Ave.

Chelsea, Ma. 02150 or

[careers@capicinc.org](mailto:careers@capicinc.org) or [jstonelibon@capicinc.org](mailto:jstonelibon@capicinc.org)

\*Community Action Programs Inter-City (CAPIC) is an Equal Opportunity Employer

\*\***Excellent health, sick, 401k and vacation benefits (three weeks paid vacation)**

Salary range; \$48,000-\$52,000