



UpValley Family Centers Family Engagement Facilitator

Employment Type: temporary part-time (32 hrs/wk, Mon-Thur, thru June 30)

Salary: competitive and based on experience

Benefits: Medical, dental, 401K, vacation, sick leave

About UpValley Family Centers: Our mission is to provide guidance, support, and resources in the community, in the home, and for the individual, so that everyone can achieve a better life. We envision that through healthy relationships and networks of support, all people are safe, valued, and prepared to create the future they want for themselves, their families, and their community. Since 1999, UVFC has been the primary trusted resource for low-income communities in the northern Napa Valley, serving as a one-stop shop for access to the resources people need to survive and thrive.

Located at offices in Calistoga and St. Helena, we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management, disaster relief and emergency preparedness services, and more. Learn more at www.upvalleyfamilycenters.org

OVERALL RESPONSIBILITIES

The **Family Engagement Facilitator** implements parent education and early childhood programs for UpValley Family Centers. This person will implement comprehensive programs designed to educate parents about child development, communication and family functioning, and provide outreach and communication to families. In addition, they will plan and implement programs that help families transition to kindergarten. The position requires work at both UVFC locations. The Family Engagement Facilitator reports to the Education Manager.

Duties and Functions:

- Facilitate parent education classes including the Latino Family Literacy Project and a parent leadership group "Adelante" in Calistoga.
- Support weekly early childhood educational group (Ninos Activos) for children ages 0-5 together with their parents in Calistoga and St. Helena.
- Coordinate adult education/parent education activities that include identifying and working with independent contractors, coordination of English as a Second Language class schedules with Napa Valley College, coordination of Spanish Literacy classes (Plaza Comunitaria), registration and enrollment, facility use, program materials and child supervision.
- Conduct recruitment and outreach targeted at parents of young children in Calistoga and the upper valley of Napa County, focused on hard to reach families whose children are not enrolled in preschool.
- Develop and maintain relationships with identified school site staff, parent groups and community agencies providing services on location.

- Provide families with resources and information, including MediCal, and make referrals as needed.
- Coordinate, supervise and train child care providers for ESL and Plaza Comunitaria classes with developmentally appropriate child care activities.
- Facilitate weekly coffee outreach events at Calistoga Elementary School.
- Support appropriate data tracking, grant reporting and program evaluation activities by working with program evaluators and supervisor.
- Perform other duties as assigned.

Essential Qualifications

- Bi-lingual: English/Spanish (required)
- AA/Bachelor's degree in early childhood education, social work, or related field with relevant experience.
- Two years' experience in a family agency, school, or behavioral health program demonstrating previous work with children and families.
- Strong interpersonal and organizational skills.
- Computer literate - proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Must have the ability to work with diverse populations from different socio economic backgrounds and cultures.
- Must pass DOJ background check, including fingerprinting and TB testing through Calistoga and St. Helena Unified School Districts.

Desired Qualifications

- Knowledge of Napa County community resources, and experience with resource and referral a plus.
- Experience leading parent workshops; working with parents of young children

HOURS OF WORK:

Work hours will generally fall within normal business hours, but occasional flexibility is required in order to fulfill certain job responsibilities. Some weekend and evening work is anticipated.

UpValley Family Centers is an equal opportunity employer.

To apply, please send a cover letter and resume to:

Zachary Guzik, Education Manager
 zguzik@upvalleyfamilycenters.org
 Position open until filled.
 No phone calls please.

Center locations: 1500 Cedar St., Calistoga, CA 94515 | tel. 707.942.6206 fax. 707.942.9382
 1440 Spring St., St. Helena, CA 94574 | tel. 707.963.1919 fax. 707.963.2153