

PARENTING SKILLS COORDINATOR EMPLOYMENT OPPORTUNITY

Job Title: Parenting Skills Coordinator

Employment Status: Regular Full Time.

Salary: \$32,000 Annually

Organizational History and Background Description:

Established in 1992, Hispanic Services Council's mission is to increase access and opportunities for Latinos and influence the systems that serve them. HSC is a private, non-profit organization whose work focuses on developing opportunities that result in an educated, healthy, prosperous, and engaged Latino community. To achieve our mission and purpose, our programs focus on increasing the academic performance of Latino children through parental involvement, improving healthy living and nutrition, and improving the quality of life through civic engagement of Latinos at all levels in our community.

Job Description:

Under the supervision of the Project Director, the Parenting Team Leader will be responsible for conducting community parenting workshops building the capacity of parents understand and manage their youth at home. These services contribute to the effective coordination and delivery of services to parents that will increase and enhance parents' capacity to be the primary educators of their youth. The Program is implemented in 5 communities: Drew Park, North Tampa, Wimauma, Plant City and Brandon.

Key Responsibilities:

1. Active Parenting curriculum facilitation:
 - Community weekly meeting with parent of youth.
 - Monthly organizing family integration activities.
2. Data and Outcome management:
 - Develop and control deadlines, client data, activities to meet program objectives, outcomes and maintain data integrity.
3. Develop and deliver family integration Activities.
4. Maintain and update HSC information and resources on studies about youth development.

Knowledge, skills, and abilities, including utilization of equipment, required for the position:

1. Bachelor's degree on Social Work, Psychology, or similar or 2 years working with communities in need.
2. Comfortable. Dynamic, resourceful public speaker.
3. Comfortable driving and working evenings until 9pm for parents and youth workshops.
4. Comfortable working with Parents and Youth.
5. Bilingual Spanish-English.
6. Independent and self-motivated but able to work in teams.

7. Comfortable and effective working with diverse populations
8. Ability to use technology and programs such Power Point, Word, Excel, Social Media, Zoom, Teams.
9. Ability to maintain accurate and appropriate documentation.