



**A STEP AHEAD**

WHERE SPECIAL NEEDS FIND A HOME

## **FAMILY RESOURCES COORDINATOR**

A Step Ahead in Pierce County is recruiting a Family Resources Coordinator to assist eligible children and their families to receive the rights, procedural safeguards, and services that are authorized to be provided under Washington's early intervention program. The FRC is responsible for service as the single point of contact in helping parents to obtain the services and assistance they need across agency lines. This position requires traveling to client's homes and helping parents identify their child's strengths and needs in order to develop Individualized Family Service Plans. Candidates must have knowledge and experience of family systems, cultural competence, parent support, and early childhood education. Bilingual in Spanish, as well as BA in Early Childhood Education, Social Work, Human Development or related field strongly preferred.

### **MINIMUM REQUIREMENTS:**

- Access to Reliable Transportation
- Current WA State Drivers License
- Proof of Insurance
- Ability to pass WA State background check

### **PERSONAL ATTRIBUTES NEEDED INCLUDE:**

- Detail Oriented
- Flexibility
- Excellent Time Management & Organizational Skills
- Communication Skills
- Ability to work in multi-disciplinary teams
- Proficiency in Data Entry

**Details & Benefits:** This is a full-time, salaried position, in a friendly, fun & supportive work environment that includes: paid holiday, vacation & personal leave (after 6 month orientation period.) Medical, Dental & Life Insurance. Simple IRA Contributions after one year of employment. Laptop provided. Cell Phone Allowance. Mileage Reimbursement.

To Learn more about A Step Ahead, visit our website at [asapc.org](http://asapc.org) or call 253.471.2727

To apply please send your resume & cover letter to David Pozolinski at [davidp@asapc.org](mailto:davidp@asapc.org)

All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability, genetic information, or the use of a trained guide dog or service animal by a disabled person.