



JOB TITLE: PARENT PROGRAM COORDINATOR

WORK LOCATION: Fort Worth or Austin, Texas (and surrounding areas); WFH/Remote, and able to commute to area schools on daily basis by August 2021

SUMMARY:

Con Mi MADRE is a bilingual (SP/EN) community-based non-profit that operates in Austin/FW and works directly with partnering districts to provide social-emotional learning and college readiness support to female-identifying students and their mothers and/or primary guardian.

Con Mi MADRE translates to "with my mother," which exemplifies the unique element of our programming that intentionally engages mothers in their daughter's educational journey from 6th grade through college graduation.

The parent program coordinator is responsible for working with Con Mi MADRE parents and community resources to coordinate logistics of psych-social-educational group implementation in person or virtually. The parent program coordinator is responsible for planning, implementing, managing, and facilitating Con Mi MADRE parent groups, and workshops. The coordinator maintains ongoing relationships with community partners. As needed the coordinator, under the supervision of IC supervisor, will be assigned to conduct individual coaching to parent/guardian of students of Con Mi MADRE who are seeking extra support emotionally and/or mentally. The coordinator will be responsible for keeping accurate documentation such as assessments, treatment plans, and progress notes of group and client interactions in a timely manner.

JOB DUTIES:

- Facilitates psychosocial-educational groups for specific grade levels virtually with in-person components started in the Fall of 2021. The role will support both the Fort Worth and Austin communities
- Provides individual coaching services to parents/ guardians per semester by phone and zoom
- Conducts outreach and connects parents to resources when needed and follows state-mandated reporting during crisis intervention
- Documents individual and group interactions
- Data entry using CoPilot database on a weekly basis
- Develop curriculum and content for middle school, high school, and undergraduate parent programming.
- Establishes relationships with organizations in the community
- Connects parents and families to resources in the community
- Involving parents from target schools to join Con Mi MADRE every spring and fall semester during recruitment



- Plans, implements, and coordinates events (conference or fair) along with other programming team members to be delivered virtually and or in person.
- Attends social work professional development trainings and conferences.
- Maintains a professional relationship and frequent communication with supervisor, colleagues, school contact person, school staff, and school administration.
- Interacts with and guides service learners/interns from surrounding universities.

ADDITIONAL RESPONSIBILITIES:

- Keeps parents informed with CMM updated information and resources for students.
- Collaborates with program coordinators to plan volunteer opportunities for students and parents

REQUIRED QUALIFICATIONS:

- Master's in social work and licensed LMSW strongly preferred.
- Written/Verbal English/Spanish fluency
- 3 years of experience working with families or adults and high-risk populations. Candidates without LMSW will need additional years of experience demonstrating background managing complex issues in parent communication
- Experience with crisis intervention, assessments, referrals, individual and group counseling/supportive guidance
- Experience in community outreach
- Demonstrates ability to work in a team
- Demonstrates ability to build and maintain positive and productive relationships to effectively collaborate with colleagues, school personnel and community partners
- Demonstrates cultural competence when engaging diverse audiences including students and families, team members, school personnel, volunteers, and community partners
- Highly self-motivated and able to work both autonomously and collaboratively
- Demonstrates ability to manage priorities in a dynamic environment
- Strong interpersonal skills with a focus on strength-based leadership
- Excellent oral and written communication skills
- Reliable transportation

WORKING CONDITIONS:

Hybrid: work from home and at times office, some evening and weekends involved

COMPENSATION:

Starting pay is \$37k base salary, commensurate with experience and education. Full-Time Benefits: Medical (100% EE only coverage!), Dental, Vision, Life/STD Insurance, 12 days of PTO + 5 wellness days + paid holiday break of 10 working days (late Dec-> Jan 1)

HOW TO APPLY: [Click here to complete application](#)