



Great Plains Child Care Resource & Referral

Job Title: Family Support Specialist

General Function of the Position:

Great Plains Child Care Resource and Referral will work in collaboration with Oklahoma Partnership for School Readiness Foundation (OPSRF) and Oklahoma Department of Human Services (OKDHS) to implement the Federal Preschool Development Grant Birth through Five (PDGB5) project that builds upon Oklahoma's ongoing Early Childhood Care and Education (ECCE) systems work. By aligning state and local efforts, engaging stakeholders and partners across sectors, Oklahoma's PDGB5 project will strengthen the state's mixed-delivery system so all young children and their families thrive. This 2-year position funds a family support pilot program implemented by OPSRF's Oklahoma's Child Care Resource & Referral (CCR&R) network.

Essential Functions:

- Resource Connection for Families:
 - Serve as a liaison between families, child care and schools, programs/services, and community resources; facilitate connections based on identified needs.
 - Provide referrals when appropriate to relevant services and resources within the community.
 - Implement and maintain a follow-up process to ensure that families are receiving the services they need.

- Coordination/Collaboration:
 - Build new and strengthen existing partnerships with local early childhood programs, services, and resources.
 - Maintain an up-to-date knowledge of local and state early childhood resources, programs, and services.
 - Coordinate with existing support programs to maximize resources and avoid duplication of effort.
 - Build and maintain strong partnerships with local organizations, child care professionals, schools, healthcare providers, and community resources to expand the network of available resources for families.
 - Develop ongoing community engagement strategies to maintain program visibility and relevance.

- Family Education and Empowerment:
 - Collaborate with community partners to organize training sessions and events that empower families with knowledge and skills.

- Develop and implement outreach strategies to engage families and promote awareness of available services, resources, and early childhood opportunities.
 - Advocate for the needs of families at the community and state level, working to eliminate barriers to accessing early childhood services and resources.
 - Elevate family voice and lived-experience to improve early childhood programs and services, advocacy efforts, representation and inclusion.
- Evaluation and Continuous Quality Improvement:
- Provide regular reports to OPSR, outlining achievements, challenges, and areas for improvement.
 - Document success stories and case studies to showcase the impact of the program.
 - Participate in professional development opportunities relevant to your position.

Skills and Abilities:

- Strong knowledge base of Oklahoma's Child Care Resource & Referral network and the ECCE system.
- Experience in direct practice with families and children.
- Experience with project design and project management.
- Prioritization and time management skills necessary to meet deadlines.
- Thrives in a collaborative, interdisciplinary team environment.
- Cultural competencies necessary to engage with diverse populations across the region.
- Works to operationalize representation and inclusion; will cultivate equitable practices across all aspects of job function.
- Strong facilitation and presentation skills.

Qualifications:

- Bachelor's degree in social work, psychology, family studies, child development, or a related field.
- Proven experience working with families and children, preferably in a community-based setting.
- Knowledge of local community resources and services.
- Strong communication and interpersonal skills.
- Knowledge about Oklahoma early childhood programs and services.

Physical and Travel Requirements:

- Must be willing to travel occasionally within state and occasionally to out-of-state conferences.
- Must have valid driver's license, valid automobile insurance and own vehicle to use for work.
- Occasional travel required during evenings and weekends.
- Occasional lifting up to 25 lbs., bending, and kneeling throughout the day.
- Prolonged standing, sitting, and walking.