

# FAMILY ENGAGEMENT COORDINATOR

<b>JOB TITLE</b>	Family Engagement Coordinator
<b>REPORTS TO</b>	Strategic Partnerships and Evaluation Director
<b>DEPARTMENT/REGION NAME</b>	Statewide
<b>FTE</b>	1.0
<b>FLSA</b>	Non-Exempt
<b>PAY GRADE</b>	12

OFSN strives to create a team of engaged employees who represent diverse backgrounds, languages, points of view and experiences. We understand that achieving equity is a continuous process, and we work to maintain the highest standards of ethics, transparency, and accountability.

OFSN is a family run organization that values those who have direct experience raising a child with significant mental, behavioral or other complex health challenges. OFSN gives preference to hiring individuals who have this lived and living experience.

## **PRIMARY PURPOSE**

The purpose of the Family Engagement Coordinator is to support parent advisory councils by organizing meetings, facilitating communication between parents and organizational leadership, managing information flow, and generally enhancing parent and family engagement to improve advocacy and system change. This role ensures that parent voices are effectively heard and integrated into planning, policy development, and the implementation of programs. The Family Engagement Coordinator will support the organization's policy and advocacy goals by managing records and communication systems, coordinating ongoing recruitment and retention of parent leaders, and ensuring family voices are organized, informed, and represented across decision-making tables. The Family Engagement Coordinator provides primary coordination of parent policy academy events and supports the tracking of policy development, legislation, and coordination between parents, government officials and other organizations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Parent Advisory Council Coordination (50%)**

- Schedules and organizes meetings, preparing agendas, and ensuring effective participation from all members.
- Leads ongoing recruitment, orientation, and retention efforts for Parent Advisory Council members.
- Implements strategies to build and sustain diverse participation, ensuring representation from a wide range of family and community perspectives.
- Disseminates information about organizational programs, advocacy opportunities, and policy reviews to engage parents and family voice in shaping decision making.
- Gathers parent input on how to improve family engagement initiatives and contributing to the development of policies and programs at the organizational, county and statewide level.
- Works with community partners and organizations to inform all families about meeting times,

agendas, and the benefits of involvement in parent advisory opportunities.

#### **Policy Academy and Engagement Coordination (30%)**

- Organizes training and support for parents to build their skills and advocate for the needs of children, youth and families.
- Coordinates the scheduling of training sessions, supports virtual and in-person events, and ensures the smooth execution of policy academy operations.
- Assists with developing and coordinating policy initiatives in specific areas, such as child and family behavioral health.
- Facilitate discussions, panels and other engagement opportunities with families and other partners.

#### **Administrative Support (20%)**

- Provides various forms of clerical and organizational support to team members to facilitate daily operations.
- Prepare documents and communication to parents and other partners to support engagement in programs.
- Maintains accurate and up-to-date records of meetings, member rosters, contact information, and engagement activities.
- Organizes and manages electronic files, shared drives, and communication logs to ensure consistency and accessibility across the team.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Provides outreach or serve as a key contact to specific communities assigned.
- Maintains cultural competence and humility, including the ability to build respectful, trusting relationships with families and partners from a wide range of cultural, racial, and linguistic backgrounds.
- Other duties as assigned or needed by the organization.

#### **QUALIFICATIONS**

- Excellent written and verbal communication skills, and ability to present and work with diverse audiences, specifically racial, ethnic, gender expression, socioeconomic, education, spiritual and alternative cultural backgrounds.
- Must be able to pass preemployment requirements, which include a criminal and abuse background check.
- Ability to represent complex and diverse issues in an articulate and compelling manner.
- Demonstrated ability to bring multiple views and perspectives together for common services, support and outcomes.
- Must be able to work with multiple projects within tight timelines and deadlines.
- Demonstrate excellent organizational and time management skills.
- Proven ability to work independently and part of a team.
- Have reliable transportation, valid and current automobile insurance and an insurable good driving record, or access to reliable transportation.
- Comprehensive knowledge of, or ability to use, Microsoft Office (such as Word, Excel, PowerPoint), database, and virtual platforms (such as Zoom and Google Meets).
- Familiarity with Oregon Department of Human Services (ODHS), Oregon Health Authority (OHA), or other child- and family-serving systems is strongly preferred.
- Ability to meet all state requirements and be registered as a Traditional Health Worker with a worker type of Family Support Specialist within 6 months of hire is preferred.

1. **PHYSICAL DEMAND** - Use the following to indicate the type, amount, and frequency of physical effort typically required to perform the essential functions of the job acceptably; including the work positions in which the effort is applied. Physical effort refers to manual effort and may include lifting, moving, pulling, pushing, carrying, manipulating, shoveling, etc.

A. The physical effort typically applied in this job includes (check all applicable boxes):

<input checked="" type="checkbox"/> Lifting	<input type="checkbox"/> Pulling	<input checked="" type="checkbox"/> Reaching	<input type="checkbox"/> Manipulating
<input checked="" type="checkbox"/> Carrying	<input type="checkbox"/> Pushing	<input type="checkbox"/> Shoveling	<input checked="" type="checkbox"/> Keying/typing
<input type="checkbox"/> Other (specify)			

B. Check the box that best reflects the amount of effort typically applied and the frequency of application (Note: Whereas the following chart refers to lifting, any equivalent effort may be substituted):

Amount of Effort Applied	% of Time Effort is Applied			
	Less than 15%	15% to 40%	40% to 70%	More than 70%
Less than 1lb.			X	
Between 1 & 5 lbs.		X		
Between 5 & 25 lbs.	X			
Between 25 & 60 lbs.				
More than 60 lbs.				

C. The effort reflected in the above chart is typically applied in the following work positions (check those applicable):

<input checked="" type="checkbox"/> Sitting	<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/> Walking
<input type="checkbox"/> Stooping	<input type="checkbox"/> Bending	<input type="checkbox"/> Confined
<input type="checkbox"/> Carrying		

2. **MENTAL OR VISUAL DEMAND** - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

<input type="checkbox"/>	Occasional mental and/or visual attention; the operation performed is either close to being automatic or the duties require attention only at long intervals.
<input checked="" type="checkbox"/>	Frequent mental and/or visual attention; the flow of work is intermittent with checking or inspection involved.
<input type="checkbox"/>	Continuous mental and/or visual attention; the work is either repetitive or diversified requiring constant alertness to monitor the production process and/or identify defects.
<input type="checkbox"/>	Concentrated mental and/or visual attention; the work involves performing complex tasks to very close accuracy and quality specifications; or a high degree of hand and eye coordination for sustained periods.
<input type="checkbox"/>	Intense and/or exacting mental and/or visual attention; the work involves visualizing, planning, laying out, or otherwise performing very involved and complex work.

3. **WORKING CONDITIONS** - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

<input type="checkbox"/> Dust	<input type="checkbox"/> Dirt	<input type="checkbox"/> Heat	<input type="checkbox"/> Cold
<input type="checkbox"/> Fumes	<input type="checkbox"/> Noise	<input type="checkbox"/> Vibration	<input type="checkbox"/> Water
<input type="checkbox"/> Other (specify)			

**B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):**

<input checked="" type="checkbox"/>	The job is typically performed under very comfortable working conditions; any disagreeable elements are generally absent during normal performance of job.
<input type="checkbox"/>	Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable.
<input type="checkbox"/>	The job is often performed under somewhat disagreeable working conditions; exposure to any or all of the above elements is likely, with at least one present to the extent of being disagreeable.
<input type="checkbox"/>	The job is continuously performed under disagreeable working conditions; exposure to any or all of the above elements is probable, with several being present to the extent of being objectionable.
<input type="checkbox"/>	Work is continuously performed under extremely disagreeable working conditions; exposure to many objectionable elements is both continuous and intensive.

**4. ATTENDANCE - While all employees are expected to comply with company attendance standards, the nature of some positions may require different standards in order to fulfill the essential functions of the job. Indicate below if compliance with the general company attendance standards is acceptable, or if different standards apply (please be specific):**

- Compliance with general company standards.
- Work in community-based environments and facilities.
- Some weekend and evenings may be required.
- May require remote work or virtual work and training delivery.
- Requires regular and reliable attendance.

**5. SAFETY - While all employees are expected to comply with company attendance standards, specific practices as identified through job safety analysis (JSA) may be required. (JSA attached) Indicate below if compliance with the general company safety standards is acceptable, or if different standards apply (please be specific):**

- Compliance with general company standards.
- Additional safety precautions apply, including communicating status of location, adhering to safety protocols for community-based work and emergency situations.

**6. EEO CLASSIFICATION - This section should be completed by the Human Resources Department. It classifies positions for specific state and federal reporting requirements. Maybe different formatting?**

<input type="checkbox"/> Executive/Senior Level Managers (1.1)	<input type="checkbox"/> First/Mid-Level Managers (1.2)	<input checked="" type="checkbox"/> Professional (2)	<input type="checkbox"/> Technician (3)
<input type="checkbox"/> Sales (4)	<input type="checkbox"/> Administrative Support Workers (5)	<input type="checkbox"/> Craft Worker (6)	<input type="checkbox"/> Operative (7)
<input type="checkbox"/> Laborer (8)	<input type="checkbox"/> Service Worker (9)		

**7. SIGNATURES & DATES - NOTE: Because jobs change, management reserves the right to add to or change the duties of the position at any time.**

<i>Immediate Supervisor</i>	<i>Date:</i>	<i>Director</i>	<i>Date:</i>
<i>Human Resources</i>	<i>Date:</i>	<i>Employee</i>	<i>Date:</i>