



Employment Opportunity
Butler County Educational Service Center
March 29, 2019

POSITION: Pause Connections Coordinator

DESCRIPTION: Pause is an innovative support program for caregivers of children with special needs. The Pause Family Connections Coordinator seeks to understand the needs of caregivers in order assist in meeting those needs by accessing the resources available in the community. This will be accomplished through individual meetings with caregivers, development of collaborative partnerships with diverse community members and agencies, creation of communication strategies, and the implementation of caregiver support events.

QUALIFICATIONS:

- Bachelor's Degree in Social Services or related field; Licensed Social Worker preferred
- Experience as a caregiver of a child with special needs
- Experience working collaboratively with families parenting children with physical, mental, developmental, medical, behavioral or learning challenges and/or co-occurring disorders.
- Knowledge of caregiver issues and willingness to learn from families and respond to their stated needs.
- Ability to operate with a non-judgmental attitude while responding with empathy and clarity.
- Ability to engage and support families through home consultations.
- Knowledge of and ability to develop partnerships with community resources, including schools, faith-based organizations, public mental health system and social service resources.
- Proven ability to work with both the formal and informal service systems and ability to build partnerships in the community.
- Ability to think creatively and collaboratively to achieve program objectives and meet family needs.
- Ability to work flexible schedule to meet the needs of families.
- Knowledge of event planning and execution.
- Ability to oversee and direct the work of student interns.
- Efficient and effective in working with groups, but also able to work independently.
- Flexible and able to adapt to the changes of a growing program.
- Strong verbal and written communication and interpersonal skills.
- Exceptional organizational skills/attention to detail and ability to multi-task.
- Experienced in Google Drive and Microsoft Office Suite.
- Current certification in First Aid and CPR or willingness to become certified upon hire.
- History of good job attendance.
- Valid driver's license and access to personal vehicle.
- Must be available to work up to 4 evening Pause events a month, including occasional weekends.
- Must pass criminal background check, and be free from communicable disease.

ESSENTIAL FUNCTIONS:

Community Engagement

- Provide leadership, planning and execution of Pause Community Links database and requests.
- Responsible for logistical support, planning and execution of Community Connections events.
- Develop partnerships between individuals, schools, community and faith-based organizations and businesses that are responsive to child/family service needs.
- Oversight of Impact Partner plan including recruitment of individuals, businesses, organization and corporate sponsors.
- Assist in planning and execution of fundraising efforts to include Giving Tuesday, dine to donate, annual Gala, direct mail and/or other efforts to build sustainability for Pause.

Family Engagement

- Responsible for the Pause Family Journey Map assessments, family consultations and coordination of support to families.
- Create and distribute Pause monthly electronic newsletter.
- Assist caregivers in understanding and navigating the child service systems.
- Link families with local, regional and state advocacy organizations, support groups and networks.
- Stay informed of current resources available to families and develop resource database for program to utilize.

Administrative

- Management and job training of family Facilitator/Community Engagement Specialist Interns.
- Management of social media sites, website and communication plan for Pause program.
- Attend RAAC/Cross Systems meeting and any other like meetings to update community partners on Pause, build relationships and learn more about community resources available to families.
- Prep/Attend expos within the community to market Pause as a resource.
- Compile data from Family Journey Map results as needed for reporting and program strategy.
- Assist in planning and execution of fundraising events and efforts.

OTHER DUTIES AND FUNCTIONS:

- To serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures, educational policies and procedures, public relations, and state and federal reporting.

Ability to: Interpret policies and procedures, follow instructions, communicate effectively, maintain files and reports, collect data and lift moderate amounts of weight.

Skill in: Basic math, English and communications.

EQUIPMENT OPERATED:

Computer, audio-visual and general office equipment.

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to inclement weather driving conditions and severe weather, traffic, loud noise, unruly children/adults; attend functions or perform duties outside normal working hours; exposure to blood, bodily fluids and tissue.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Staff.

STARTING DATE: Immediately
SALARY: \$31,000 - \$34,000 based upon experience and education
BENEFITS: Excellent benefit package available for all full time employees
WORK YEAR: Full Time – 260 days
DEADLINE: until filled
APPLY TO: Apply by clicking: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Lori Thesken by the deadline.