**Job Description**

**Position Title:** Bridges to Opportunity Coach

**Job Classification:** .8 FTE -1.0 FTE

**FLSA Status:** Non-Exempt

**Reports to:** Bridges to Opportunity Social Worker and Coordinator

**Revision Date:** January 22, 2021

**Summary**

The Bridges to Opportunity Coach is part of a team that supports family access to opportunities and resources to accomplish short and long-term goals that focus on the health and well-being of the entire family. The Coach works with families, identifying their goals, connecting them to resources and supports to achieve those goals and focusing equally on parents and children to meet family goals.

The Coach responds to crisis situations, as they arise, and supports other coaches on the team to respond quickly and appropriately to family crises. The Coach works as part of a team, participating in team meetings, reflective supervision, and training.

**Key Areas of Responsibility:**

- Work in partnership with home visiting and PreK staff to ensure that family's needs are met, within the parameters of the Multi-Generational (Multi Gen) model and approach.
- Communicate effectively and regularly with coaches, home visitors and PreK staff.
- Make referrals to programs and services, providing appropriate level of support to ensure successful referral. Provide follow up as needed.
- Support families using Multi Gen principles of active listening, coaching, resource connections and focusing on short- and long-term goals.
- Work in conjunction with Bridges to Opportunity Coordinator to assign referrals, as they are received.
- Track all family contact and referrals in the Unite Us database, maintain accurate records and track all information in accordance with agency and funder requirements.
- Perform within the prescribed limits of Growing Up New Mexico's ethics and compliance policies.
- Perform other duties as assigned.

**Qualifications:**

1. Background in Social Work, Counseling, Family Coaching, or related fields is preferred.
3. Experience working with populations served by Growing Up New Mexico to include children ages 0-5, pregnant mothers and families representing a wide range of socio-economic and cultural backgrounds preferred.
4. Bilingual (English/Spanish) required, proficiency with reading, writing, and speaking.
5. Ability to maintain accurate and current records and correspondence using both paper and electronic files.
6. Excellent interpersonal communication skills
7. Ability to problem-solve, identify alternatives, connect families to local resources, work through difficult issues with agencies and individuals in an effective manner that results in a positive outcome.
8. Ability to pass a mandatory background clearance required of all early childhood workers in the State of New Mexico.
9. Reliable transportation with valid New Mexico driver's license, current automobile registration and proof of auto insurance
10. Ability to work well in culturally diverse settings, which includes knowledge of local population served.
11. Ability to work non-traditional hours to meet families at times that are convenient for them.
12. Ability to work independently and within a team setting.
13. While performing the duties of this job, the employee is regularly required to walk, stand, drive, sit for long periods of time and use computer equipment and cell phones. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must be able to lift 40 pounds. Due to the home-based model of services, the employee is required to work in participant families' homes and community resource agencies and businesses. Extensive local travel is required, and occasional long-distance travel may be required for training purposes.

All candidates are required to participate in pre-employment screening, background investigation and verification of education credentials, as well as proof of reliable transportation and a valid driver's license.

Compensation contingent upon experience, education, and certifications: full benefit package. Relocation funding is not available. EEO.

To apply, please complete the Growing Up New Mexico Application for Employment on this website:
https://growingupnm.org/employment-application/