

Position Title

**Early Head Start Bi-Lingual Family & Community Partnership Specialist**

Time & Salary

40 hours

Salary is based upon experience starting at \$14/hour.

Flexible work schedule is required, to include evening and possible weekend hours as needed to provide services, training and presentations to families as well as other community or volunteer events.

Reports to

Early Head Start Family & Community Partnership Supervisor

Purpose

Family Building Blocks is a private, nonprofit organization that works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children six weeks to five years old. Our Early Head Start Program furthers our goal of building successful and resilient children, strengthening parents, and preserving families through comprehensive and integrated early childhood and family support services.

The Bi-Lingual Family & Community Partnership Specialist is responsible for providing support to the Family & Community Partnership Supervisor in content areas: referrals, training & education, parent recruitment, site visits and public relations as well as provide on-site health and disability awareness, advocacy and prevention.

Minimum Qualifications

- Bachelor degree in Human/Family Services, Counseling Psychology or related field preferred.
- Thorough knowledge of principles of social work, crisis intervention, counseling, or psychology which is typically gained through a minimum of one year experience through employment, practicum and/or volunteering.
- Excellent verbal and written communications skills.
- Thorough knowledge of infant and toddler development and best practices in the field of early childhood education.
- Ability and willingness to work flexibly and collaboratively as a team member.
- Must be organized, presentable, friendly and able to handle multiple interruptions.
- Must have excellent written and verbal communication and great multi-tasking skills.
- Current enrollment in Child Care Division-Criminal History Registry.
- Valid Oregon Driver's License and proof of current auto insurance.

Essential Job Responsibilities

- Contact service providers who work in the areas of abuse prevention, parenting education, and basic needs in an effort to enhance services already provided on site.
- Manage intake, recruitment, and enrollment including presentations, public relations and public service announcements, distribution of program information.
- Provide technical support in the area of parent involvement, family & community partnerships and fatherhood involvement on a program-wide level.
- Promote family involvement in all aspects of the program.
- Work with EHS team to assist family in establishing and meeting Family Service Plan goals.
- Work with EHS team to ensure family needs are met through on-site services and referrals as needed.
- Provide support to EHS teaching, home visitor, and administrative support staff as needed.

Other

Bi-lingual Spanish, required.

Database management, a plus.

Must be able to lift up to 40 pounds.

Must have Oregon driver's license or ability to obtain Oregon driver's license.

All potential candidates must be able to pass a background check and drug test.

**Family Building Blocks offers the following benefits to full-time employees:**

- Employer paid medical
- Employer paid dental
- Employer paid life (including EAP)
- Sick leave – 8 hours per month
- Vacation leave – 10 hours per month
- Personal leave – 24 hours per year
- Bereavement leave – 24 hours (as defined in Employee Handbook)
- 401K program with discretionary employer contribution
- Salary differential for bi-lingual candidates.

**Position is opened until filled.**

**Interested applicants should forward an FBB application, resume and cover letter to:**

Family Building Blocks - EHS  
c/o Kelly Whitman, EHS Program Director  
[kwhitman@familybuildingblocks.org](mailto:kwhitman@familybuildingblocks.org)  
Phone: 503-566-2132  
Fax #: 503-566-2134  
[www.familybuildingblocks.org](http://www.familybuildingblocks.org)  
2425 Lancaster Drive NE  
Salem, Oregon 97305

**[FBB Application, PDF](#)**

**[FBB Application, Word](#)**

**FBB EHS of Marion County is an Equal Opportunity Employer**