Parent Education Coordinator  
Teenage Pregnancy and Parenting Program  
Felton Institute/Family Service Agency of San Francisco

Agency Overview
Founded in 1889, Family Service Agency of San Francisco is the oldest nonsectarian, nonprofit charitable social services provider in the City and County of San Francisco. Our mission is to strengthen families by providing caring, effective, and innovative social services, with special emphasis on the needs of low-income families, children, and the elderly and individuals with disabilities, thus improving the quality of life for all San Franciscans.

Program Description
As the local provider of the California state program known as the Adolescent Family Life Program, San Francisco’s Teenage Pregnancy and Parenting Project (TAPP) is a comprehensive case management program for pregnant and parenting teens city-wide. TAPP case managers help ensure that these teens have access to all available health, education, and social services for which they are eligible, regardless of whether they are in school. Focusing on the reduction in second births to teenage parents, academic enrollment and retention of pregnant and parenting teenagers, reduction of low birth-weight babies, and reduction in risk behaviors, TAPP also provides a myriad of support services through our Young Family Resource Center (YFRC), including child development, parenting education, childcare support services, nutrition, health education, job readiness, mental health programs, relationship violence prevention, and academic counseling. These support services are provided at TAPP as “one-stop” shopping or are facilitated through longstanding partnerships with other youth-serving agencies.

Brief Job Description
The Parent Education Coordinator specifically responsible for coordinating and integrating TAPP programming in order to enhance the health, educational potential, economic opportunities and self sufficiency of adolescents and to promote healthy family relationships. This includes but is not limited to promoting arts & culture, early literacy activities & workshops, outreach & prevention services, teaching childbirth preparation classes, and any other related resources. The Parent Education Coordinator will identify and maintain child development curricula targeted to the needs of the client, such as, P.I.P.E, KIPs assessments and ASQ screenings. In conjunction with the Program Director and Program Supervisor, s/he will coordinate the selection, development, evaluation and updating of educational materials used within our programs.

S/he will assist our Program Supervisor in designing and developing educational events and informational programs concerning child-parent-education related topics according to the needs and interest of the low income at risk youth, pregnant/parenting teen parents. S/He will participate, as assigned, at parenting and healthcare network meetings, programming linked to community based early literacy activities. The Parent Education Coordinator will help manage and coordinate all necessary activities and requirements of early literacy and parent-child interaction as stipulated in the Early Literacy Sustainability Plan. This position actively oversees and facilitates the partnership with the Doula/Childbirth Educator.

This position may require adherence to Federal Financial Participation (FFP) requirements that include completion of time study reports, and secondary documentation identifying activities completed during the time study period along with case notes that correspond to the activity.
Minimum Qualifications:

- Master’s Degree in Human Services, Social Work, Psychology or related field or Bachelors with related experience
- Experience working with socio-economically disadvantaged, minority youth
- Familiarity with San Francisco health, education and social service systems
- Knowledge of adolescent growth and development and youth development and leadership principals
- Knowledge of San Francisco Community Behavioral Health Services and community resources
- Experience with, and willingness to provide, youth group facilitation and coordinate presentations
- Program development and evaluation experience
- Excellent written and oral communication skills; ability to communicate effectively with adolescents and their families.
- Ability to work effectively as a team member with welcoming attitude
- Willingness to provide community outreach
- Demonstrates attention to detail, ability to follow directions and interpret policies and procedures to ensure compliance, ability to prioritize projects and follow through
- Strong computer skills, including use of Microsoft Office, Excel and other online tracking databases
- Strong organizational skills, Time management skill, Interpersonal skills
- Social Perceptiveness Skills; Awareness of others’ reactions and understanding why they react as they do
- Willingness to travel, Must have valid driver’s license and current car insurance
- Bilingual preferred (English/Spanish)

Additional Information:

Send resume & cover letter to:
Division: Children, Youth and Family
Barbara Brigham, Program Director
Prasanthi Patel, Program Supervisor
Position: 100% FTE
Reports to: Program Supervisor
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