**Job Description**

**Position Title:** Multi Gen Program Coach  
**Job Classification:** .8 to 1.0 FTE  
**FLSA Status:** Non-Exempt  
**Reports to:** Multi Gen Program Social Worker and Coordinator  
**Revision Date:** 09/22/20

**Summary**

The Multi Gen Program Coach is part of a team that supports family access to opportunities and resources in order 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 carries a caseload of 20 families and works as part of a team, participating in team meetings, reflective supervision and training. The Coach maintains weekly contact with each family and approaches the work with a message to families that the work is about the whole family. Visits are set at a time that is convenient for families and include as many family members as possible.

**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 Gen model and approach.
- Communicate effectively and regularly with other team members, including home visitors and PreK staff.
- Facilitate referrals to programs and services. Provide follow up and support to ensure successful referrals.
- Support families using Multi Gen principles of active listening, coaching, resource connections and focusing on short- and long-term goals.
- Follow up promptly on all new referrals.
- 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.
- Participate in regular trainings, supervision, group supervision and other learning opportunities.
- Perform within the prescribed limits of UWSFC’s ethics and compliance policies.
- Perform other duties as assigned.
Qualifications:

1. Bachelor of Arts preferred.
2. Experience working with populations served by United Way of Santa Fe County to include children ages 0-5, pregnant mothers and families representing a wide range of socio-economic and cultural backgrounds preferred.
3. Bilingual (English/Spanish) required.
4. Ability to maintain accurate and current records and correspondence using both paper and electronic files.
5. Excellent interpersonal communication skills.
6. Ability to problem-solve, identify alternatives, connect families to resources, work through difficult issues with agencies and individuals in an effective manner that results in a positive outcome.
7. Ability to pass a mandatory background clearance required of all early childhood workers in the State of New Mexico.
8. Reliable transportation with valid New Mexico driver's license, current automobile registration and proof of auto insurance.
9. Ability to work well in culturally diverse settings, which includes knowledge of local population served.
10. Ability to work non-traditional hours to meet families at times that are convenient for them.
11. Ability to work independently and within a team setting.
12. 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. Relocation funding is not available. EEO.

To apply, please complete the UWSFC Application for Employment on this website: [https://www.uwsfc.org/uwsfc-application-employment/](https://www.uwsfc.org/uwsfc-application-employment/)