



Job Announcement

Date: March 1st, 2017
Location: San Bernardino
Position: Program Coordinator – Nurturing Parenting Program

Job Description:

Walden Family Services, an established Foster/Adoption agency, is looking for a full time Program Coordinator for our Nurturing Parenting Program out of our San Bernardino office. The primary responsibility of this position is to perform local community outreach to obtain new sites to teach classes at and to find and sign up new class participants. This role will also require the coordinator to follow up with participants to assist with class attendance, collect and input required data, and work with the team of facilitators to ensure classes are organized. This position requires a candidate that is able to drive throughout San Bernardino County and be available for some nights and weekends.

Qualifications:

1. Bachelors Degree required
2. Minimum of 3 years experience in the child welfare field or related experience.
3. Candidate must be highly organized, results oriented, able to handle multiple priorities and projects.
4. Must have advanced computer skills working with online databases, social media sites, and Microsoft office.
5. Must be able to work positively with a team and members of the community and be a positive role model for youth in our classes.
6. Excellent public relations skills and communication skills required.
7. Must be self motivated and able to work independent of supervision.
8. Fingerprint and Child Abuse Index clearances from the Department of Justice and must meet all requirements set by Community Care Licensing pertaining to the hiring of employees by a licensed community care facility
9. Must possess valid CA Driver's license and be available for driving throughout San Bernardino County.

Employee Status: Non-Exempt Full time

Benefits: Walden offers medical, dental, vision, life & AD&D and LTD insurance, flexible spending, supplemental life, EAP, health advocate, AFLAC and a 401k plan. Walden also offers 15 paid holidays and sick and vacation time.

Salary Range: To be discussed at interview

Send resume to: Walden Family Services
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