



Full-Time Family Resources Coordinator: Early Support Wonderland Child & Family Services

We are looking for a Family Resources Coordinator (FRC) who is passionate about making an impact on the lives of children birth to three years of age and their families. Our FRCs facilitate resource access with families enrolled in Wonderland's early support program, as a member of a transdisciplinary team of practitioners implementing the client's Individualized Family Service Plan (IFSP). This position will serve families who live in Edmonds, Northshore and Lake Washington School Districts, and will report to an FRC Supervisor.

Wonderland values diverse perspectives and life experiences and encourages people of all backgrounds to apply, including Black, Indigenous, and People of Color, immigrants, refugees, women, LGBTQ, people with disabilities, veterans, and those with lived experiences.

Chief responsibilities:

- Contribute to the Individualized Family Service Plan process by facilitating initial and review meetings, contributing to the design of functional outcomes with appropriate resource-based criteria consistent with Wonderland's service model, and monitor timelines and dates to adhere to ESIT regulations.
- Community Resources: Responsible for supporting clients and team members around access to resources as needed. This requires ongoing research for maintaining current information about community resources, including state and federal resources (SSI, Medicaid, WIC, etc.), local support services (recreational, social, respite, education, emergent needs, cultural resources, etc.) and other resources pertaining to families.
- Transition Planning: Guide families through the transition process while adhering to Part C timelines. This will include preparing families for the referral process and supporting families with issues around transition.
- Understanding of regulatory agencies and ability to explain Part C and DDD regulations to families.
- Responsible for ongoing data entry, analysis and data management in state ESIT data management system, facilitating the completion SOFP (COS) forms at the initial and exit IFSPs, and participating in other sources of data collection related to agency program evaluation.
- Maintain client files, including documentation of all FRC contacts pertinent to cases according to agency procedures. FRC is responsible for all signed documentation regulated by Part C to be included in the client files, including updated copies of IFSPs, signed releases, and reports.
- Participation in weekly staff and team meetings, including actively engaging with colleagues during team meetings, presenting on cases as assigned.
- Play & Learn facilitation (as needed)

Qualifications:

- High school diploma or equivalent
- Valid driver's license, current insurance and reliable automobile

Requirements:

- Able to work at an office, in a family's home, and in a variety of community settings.
- Commitment to building and strengthening equity practices.
- Ability to work effectively as a team member as well as autonomously; excellent interpersonal, communication and time management skills are essential.
- Must be extremely detail oriented and possess strong writing skills.
- Maintaining confidentiality of client information.

- Responsible for upkeep of FRC certification, including county mandated trainings and FRC trainings as applicable.
- Current certification in First Aid, CPR, and Blood Borne Pathogens.
- Current criminal background check maintained for all employees.
- Wonderland employees are mandated reporters of any suspected abuse or neglect of a child to either DSHS or law enforcement.
- Wonderland services fall under the state mandate for medical professionals to be fully vaccinated for COVID-19 and masking in the workplace.

Preferred:

- Bilingual
- Minimum one year of working with young children (0-3) and families
- Experience interviewing families.
- Understanding of supporting young children and families in natural learning environments, and ability to support team in these efforts.
- Basic understanding of coaching parents to build family capacity.

About Wonderland Child & Family Services

Wonderland Child & Family Services is a multi-program agency serving children from birth through age 12 with developmental delays, disabilities, and prenatal substance exposure. Founded 50 years ago, Wonderland’s mission is to provide a strong and equitable foundation for children and their families with diverse needs and abilities to flourish through therapy, education, advocacy, and resources. We reach hundreds of families every month through Early Childhood Programs & Services and Hope RISING Clinic for Prenatal Substance Exposure. Our direct service providers are uniquely trained to provide trauma- and FASD-informed care.

Benefits Include:

- Competitive wages (DOE)
- Health, Vision & Dental Insurance
- PTO and generous paid holidays (including the last week of the year from December 25th through January 1st)
- Flexible Schedules
- 401(k) retirement plan
- Life and AD&D Insurance
- Health Care and Dependent Care Flexible Spending Accounts
- Training and Continuing Education
- Mileage Reimbursement

*Note: Benefits available to each employee dependent on FTE.

Office location: Shoreline WA (Work requires travel between North King and South Snohomish Counties)

Hours: Full-time

Salary Range: \$21.60 - \$26.50 per hour

To apply: Submit cover letter and resume to mschlegel@wonderlandkids.org. No phone calls, please.

Wonderland is an Equal Opportunity Employer.

