



Job Title	<i>Family Support Program Coordinator</i>
Reports to	<i>Program Director</i>

Purpose

Bayview Foundation, Inc. is a nonprofit organization that provides affordable housing and supportive services to residents living in Madison's beautiful and historic Triangle Neighborhood. At the center of the neighborhood, Bayview operates a comprehensive community center that provides culturally relevant and responsive educational, recreational, and cultural programs and services.

After years of in-depth planning with residents and community leaders, Bayview is in the second year of a phased, three year plan to rebuild the 6.4 acre property. By the end of 2024, the new Bayview will feature 130 apartment units, serving up to 200 more low-income residents; a stunning new community center that is twice the size of the current center and more accessible to the entire neighborhood; and more green space for residents and neighbors to gather, grow food, and relax.

Position Summary

Bayview's Family Support Program Coordinator is responsible for developing and implementing a new Family Support Program for families at Bayview. With the aim of enhancing Bayview's existing comprehensive support system, the Family Support Program will be a combination of individualized support/referrals as well as a wide array of new and existing group programming. This will include family case management, parent education, family/parent support groups, conflict resolution, and adult and family focused mental health services. This staff member will be laser focused on developing deep personal relationships with community members to assess, understand and address challenges with mental health, family systems, domestic violence, economic insecurity, systems navigation, AODA, food security, immigration, among others.

Duties and Responsibilities

- Planning and integrating the Family Support Program by:
 - Developing and maintaining relationships with all adults and families at Bayview in order to better understand the needs, aspirations, and barriers within the community.
 - Coordinating group-based programming and support systems around common challenges and opportunities. This could include, but is not limited to, parent support, conflict resolution, and racism/bias.
 - Meeting with adults directly in order to coordinate referrals for specialized support outside of Bayview as needed
- Collaborating with partner organizations (such as YWCA, Anesis Therapy, Joining Forces for Families, and YWCA) and building relationships with additional resources in order to ensure families receive specialized assistance when needed.
- Working closely with other Bayview staff to ensure that programs, services, and referrals are woven into, and informed by, the rest of Bayview's comprehensive support systems.
- Ensuring community members have a voice in program design, implementation and evaluation

- Leading staff training sessions on topics like: resource navigation, trauma and stress, mental health support, conflict resolution, and more
- Maintaining and manage program files, expenses, and budget
- Assessing community needs on a regular basis and identifying strengths, gaps, and opportunities.
- Tracking participation and creating monthly and quarterly reports pertaining to program activities and outcomes
- Attending training sessions on topics like: Restorative Justice, Motivational interviewing, Mental Health First Aid, and more
- Additional duties as assigned

Qualifications

- At least three-five years of relevant experience working with adults and families
- A bachelor's degree in Social Work, Community Engagement, Psychology or related Social Science field is preferred
- Excitement and passion for working with and advocating for families
- Dedication and commitment to social justice, racial equity and anti-racism
- Ability to cultivate and maintain positive relationships with children, families, and staff
- Collaborative working style with excellent communication and interpersonal skills
- Ability to establish, maintain, and foster positive and harmonious working relationships
- A demonstrated ability to work independently, organize time, think creatively, set priorities and take initiative
- Bilingual a plus

Requirements

- Extensive knowledge and understanding of the intersectionality between social determinants of health and marginalized communities
- Extensive knowledge and understanding of social/emotional practices
- Computer Skills/Software: Extremely proficient in Microsoft Office applications, including Word, Excel, and PowerPoint; Google mail, documents, sheets and calendars; and database programs
- Ability to maintain confidentiality when working with program participants and information
- Possession of valid driver's license
- Ability to lift up to 30 pounds

Hours and Compensation

The Family Support Program Coordinator is a .5 FTE with an hourly wage of \$25-\$30 per hour based on experience and qualifications. It is Bayview's intention that this position grow into full time employment as the program develops.

To Apply

Submit the following application materials to Bayview Foundation, Inc. at employment@bayviewfoundation.org and include "Family Support Program Coordinator" in the subject line:

- 1) Resume
- 2) Cover letter describing your experience and qualifications

The deadline for the application is May 20th, 2024