

Job Announcement: Outreach Coordinator

MountainStar Family Relief Nursery

Position: Outreach Coordinator, Part-Time

Schedule: Monday through Friday; 20 hours a week

Reports to: Bilingual Outreach Manager

Wage: \$21+ per hour DOE (wage differential for bilingual staff), benefits provided

MountainStar is hiring a part time 20-hour position for our Prineville community. The Outreach Coordinator position serves as the coordinator for services to children enrolled in the Outreach program, including recruitment, enrollment, home visitation, social play groups and respite care. The Outreach Coordinator provides program case management services to children and families that include health social services, and parent education in compliance with Relief Nursery Standards, and other federal and state regulatory agencies.

MountainStar Family Relief Nursery is a non-profit, strength-based child abuse and neglect prevention program to support families with children ages 6 weeks through 5 years. We provide comprehensive services for children and families experiencing high stress. Services include a therapeutic classroom emphasizing social-emotional development, home visits, parenting classes and other services.

About Us and Our Values:

MountainStar Family Relief Nursery is a 501c3 nonprofit operating in Crook, Deschutes, and Jefferson counties. Our mission is to prevent child abuse and neglect through community support and therapeutic services that help vulnerable children and families succeed. Services include early childhood classes emphasizing social-emotional development, home visits, and other family supports.

Our values are:

1. Caring – welcoming, trauma-informed, non-judgmental, family-focused, compassionate, honest, and fun.
2. Collaborative – engaged with clients, supporters, program partners, and communities.
3. Excellence – committed to quality programs, current research, continuous learning, and robust evaluation.
4. Inclusive – seek out and value diverse perspectives, understand and address systemic barriers equitably.

Duties and Responsibilities

- Engage with new and currently enrolled families through recruitment activities, recurring play groups, consistent text/phone/email messages, and provision of basic needs supports and weekly respite classes.
- Conduct (at least) monthly home visits with each family, including support such as referrals, supplies deliveries, empathetic listening, parent education, and family goal setting.
- Complete all required assessments; maintain current and accurate records of all family data, assessments, and files; and finish all necessary data entry and program reporting in a timely fashion
- Occasional parent support/education or other events on evenings and/or weekends
- Strictly maintain confidentiality of families, coworkers, and community partners
- Advocate for Relief Nursery programs and families through a deep understanding of Relief Nursery values and mission, in communication with community members, and by encouraging families toward self-advocacy.
- Engage in professional development via organization-led and personal development opportunities.
- Maintain an average case load of 12 families.
- Work in close partnership with program manager and other site staff to serve community and program needs.

- Other duties as assigned.

Minimum Requirements

- Experience and knowledge in working with vulnerable communities.
- Prefer Bilingual English/Spanish including reading, writing, and speaking effectively in both languages.
- Prefer BA/BS in Early Childhood Education or a related field with infant/toddler or preschool teaching experience. Bachelors in progress, AA/AS, or comparable experience or Oregon Registry level considered.

Knowledge, Skills and Abilities

- Experience in social service setting, knowledge of community resources.
- Basic knowledge of child abuse and neglect
- Ability to recognize and record significant individual and group behaviors.
- Ability to work with children who have diverse temperaments and needs.
- Excellent computer skills including email, Excel, Word, and web-based databases.
- Effective communication skills including rapport building, report writing, conflict de-escalation, resolution, and relationship repair.
- Ability to establish and maintain professional boundaries and confidentiality while providing services,
- Cultural competence, and personal understanding and implementation of tenets of Diversity, Equity, and Inclusion (DEI)
- Ability to relate sensitively and non-judgmentally with at-risk children and families.
- Ability to work independently and as a team member, including good time management and prioritization.

Other Essential Requirements

- Ability to kneel, bend, squat, and get up and down from the floor frequently.
- Ability to lift and carry children and materials up to 40 pounds.
- Reliable work ethic with few absences
- Ability to pass a background check with the Office of Childcare
- Valid driver's license and reliable personal transportation
- Clean driving record to drive company vehicles, including transporting children.
- Within 60 days of employment must be Pediatric CPR and First aid Certified, have a current food handlers' card, and show proof of completing "Recognizing and Reporting Child Abuse and Neglect," "Child Care Health & Safety," "Safe Sleep," and "Prevention is Better than Treatment" courses as required by Oregon Office of Child Care, along with MountainStar food program training. MountainStar will provide resources and links for these required training sessions.

Salary Range + Benefits:

This is a part-time hourly position, starting at \$21+/hr. depends on experience and qualifications, wage differential if bilingual, plus benefits. All positions at MountainStar Family Relief Nursery are contingent upon the availability of funding.

To apply, please submit a cover letter and resume to: HR@mtstar.org

Please highlight how your skills, experience, training, and attitude will support your success in working across these many areas of our organization.

MountainStar is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, age, disability, or sexual orientation.