*Counseling and education for the whole family*



**Learning Center Teacher / Case Coordinator / Outreach Coordinator**

**St. Joseph Worker Program**

**Valley Family Center**

Valley Family Center was founded in 1987 by Sr. Una Connolly, RSC with the mission to **provide counseling and educational services that facilitate personal growth, strengthen the family unit, and protect human dignity for all persons in need. To achieve the mission, Valley Family Center provides individual, couple and family therapy for adults and children, programs for victims of domestic violence, anger management and parent education for adults, and the Learning Center after school tutoring program. Culturally competent counseling and education are provided in English and Spanish and meet the needs of the low income community. Last year, Valley Family Center served 978 unduplicated clients through on-site programs, and an additional 1,095 through outreach and education about domestic violence. Thirty-eight percent of clients received more than one service at the Center for coordinated, holistic and family based care. Learn more about the Center at** [www.valleyfamilycenter.org](http://www.valleyfamilycenter.org)**.**

**Position Summary**

**The St. Joseph Worker will work in a variety of capacities to expand the services the Center is able to provide to the community.**

* **The Learning Center Teacher will provide tutoring and instruction to children in the Learning Center, help with STEM (Science, Technology, Engineering, Math) programming, program outreach and evaluation. (10 hours / week)**
* **The Case Coordinator will conduct intake and exit interviews with clients in the Victims of Domestic Violence, Anger Management and Parent Education programs. She will work to meet client needs and reduce barriers through follow up and collaboration with VFC programs and community partners. She will open / close client files, assign clients to VFC services, and complete court / social worker paperwork related to the case. She will work closely with the Program Coordinator to coordinate cases. (10 hours / week)**
* **The Outreach Coordinator will conduct outreach to local schools, churches, community organizations and groups to increase awareness of Valley Family Center programs in the community, recruit clients, volunteers and build partnerships. She will help with social media, health fairs and other outreach activities. (10 hours / week)**
* **Other Responsibilities will include front desk/reception backup, data entry and the opportunity to provide support for the fall and spring fundraisers. (6 hours / week)**

**Qualifications and Skills**

* Bachelor’s degree in social work, psychology, education or related field
* Experience working with elementary school aged children
* Strong interpersonal, written and oral communication skills
* Ability to communicate with diverse audiences
* Ability to manage multiple tasks and priorities, including balancing direct service responsibilities with effective record keeping
* Strong administrative skills and proficiency in Microsoft Word and Excel
* Oral and written fluency in Spanish

This job description can be adjusted based on the interest, skills and talents of the St. Joseph Worker to meet her needs and those of Valley Family Center.