

North Florida Child Development, Inc.
PO Box 38 - 141 South Hwy 71
Wewahitchka, Florida 32465
(850) 639-5080



Job Announcement

Position: Family and Community Partnership Specialist

Organization: North Florida Child Development, Inc.

Location: Wewahitchka, FL

Full Time / Exempt

Closing Date: Until Filled

Position Summary: Responsible for the federal requirements in the area of Family, Parent, and Community Engagement along with the expertise and over-sight in ERSEA (Enrollment, Recruitment, Selection, Eligibility, and Attendance) component areas. This position focuses on parent involvement, father involvement activities, family support services, case management and partnerships with community agencies. In addition, analyze, plan and implement enrollment systems and ensures monitoring, agency collaboration, and tracking enrollment services. Leads outcomes and accountability, including supervision of Family Advocates.

Minimum Qualifications: Preferred a minimum of BS in Social Work, Human Development, Family Services or related field. Two or more years' experience in the social work field and in a Supervisory role. Knowledge of community social services agencies, family involvement programs, and must have a background in delivering relationship skills training to low-income community. Advance computer literacy including: database management, spreadsheet, work processing, internet, and email.

Benefits: Vacation and Sick Leave, Holidays, Short and Long-Term Disabilities, Life Insurance, NCFD pays 100% of the Employee's Dental Insurance and 75% of Single Employee Health Insurance.

Pay Range: \$46,800 - \$60,320 annually, DOE

Work Conditions: Variable hours of work which may include long hours and weekends and travel.

How To Apply: Send resumes to Sebrina McGill at smcgill@floridachildren.org,

We are an Equal Opportunity Employer and provide a Drug Free Workplace. Applicants must pass the Local, State of Florida, and Federal screening requirements for employment with children.