



The **Family Liaison** (FL) is a full-time position and reports to the Program Director. In 2018, Face to Face, in partnership with Mercy Neighborhood Ministries, opened a preschool to provide 60 children from families of limited economic means with high-quality, early childhood education to set children on the path to success. The FL will work with these families to ensure they have the resources to successfully manage their child's education beginning in kindergarten and improve their overall quality of life by connecting them to Face to Face services and community resources. The FL will also develop relationships with high-quality area schools to connect families to educational opportunities for their children.

### **Roles and Responsibilities:**

- Engage the families of preschool children to build trust and connections
- Connect families to other Face to Face services, including dining services, the health clinic, legal center, and social services to empower these families and increase stability for their children
- Act as the primary point of contact for families of children enrolled in Mercy Neighborhood Ministries at Face to Face's preschool and coordinate care with the program directors
- Maintain up-to-date confidential client records in program database
- Conduct regular in-school observation and home visits to monitor stability
- Support families through the application processes for kindergarten
- Establish and sustain partnerships with high-performing private, charter, and public schools, particularly focusing on elementary schools, within Philadelphia to enable a seamless admissions process for children enrolled in Face to Face's preschool program
- Cultivate a relationship with the Children's Scholarship Fund and assist parents in applying to the Fund for scholarship aid for their child's education
- Develop and implement classes to prepare families for kindergarten which cover parenting, school requirements, and tips on advocating for their child within the system, etc.
- Maintain relationships with families throughout the children's school experience through high school and provide support as needed
- Engage families in creative family activities including but not limited to fresh market, physical activities, and possible outings
- Other duties as assigned

### **Position Requirements:**

- Previous experience with at-risk youth and families of limited economic means
- Understanding of the unique challenges facing low-income families
- A non-judgmental, flexible, and professional attitude with all including children and families, colleagues, volunteers, school administration, or outside agencies
- Strong communication and collaborative skills, including the ability to form and sustain trusting relationships with children, families, school administrators, and fellow professionals
- Bachelor's degree required, degrees in psychology, social work, counseling, sociology, education, or a related field preferred
- Computer skills, including experience with data entry, case documentation, Microsoft, and email
- Prior knowledge of the Philadelphia region is a plus

*Face to Face is an equal opportunity employer. We encourage applications from people of color, women, people who identify as LGBTQ, people who have experienced poverty or homelessness and people who have had contact with the juvenile justice, criminal justice, or child welfare systems.*

Job Types: Full-time, Contract

Pay: \$40,000.00 - \$50,000.00 per year

COVID-19 considerations:

All employees & guests are required to wear masks. Our building is cleaned and sanitized daily, and all CDC/City protocols are followed for the safest work environment we can provide.

To Apply:

Send cover letter and resume to Adrienne Smythe at [adrienne@facetofacegermantown.org](mailto:adrienne@facetofacegermantown.org).