**Montessori American Indian Childcare Center**

1909 Ivy Ave E, St Paul, MN 55119

**JOB DESCRIPTION Salary Range: $50,000 - $56,000 plus benefits**

**Title: Family Coach 1.0 FTE Office Hours: M-F 9 am – 5 pm**

**Position Summary:** The Family Coach will see and serve families holistically. The Family Coach will partner with families to address their needs, set attainable short- and long-term goals, and make progress on their goals. This partnership increases the likelihood of long-term success for everyone involved.

The Family Coach will build trusting relationships and inspire a deep commitment from the entire family to achieve family set goals.

At MAICC, we recognize the complexity of people’s lives. We value humility and ask questions before assuming we know what’s right for someone else. Flexibility and the ability to respond to changing conditions with questions and curiosity are key to how we coach and build trusted relationships with families and each other.

We respect each individual and work with them on their own defined goals – not on what we think is best for them. The Family Coach gives participants space to explore challenges and opportunities and come to their owl solutions in a timeframe that works for them. Through this, participants tap into their intrinsic motivation to take and sustain action.

A coaching culture builds on individuals’ strengths, and we focus on what is working well and build from there, together. We strive for collaborative, transparent relationships with everyone in our community. We recognize that our own individual experiences may be different from others, and we approach each person with respect.

Embracing a coaching/guiding culture in our organization enables us to be more effective, creates larger impact, and facilitates long-term positive outcomes for the families and communities we serve.

During various times of the year, event hours will vary based on program and event need. Must be flexible to accommodate the needs of the organization during peak seasons, events and for programmatic activities.

**Core Duties and Responsibilities**

* **50% Improve the life of families through completing family goals**
	+ Assist families in identifying their familial goals and converting those goals into a plan.
	+ Help families design a road map to achieve their goals.
	+ Ensure families are actively making progress on their goals by more than 75% of the time.
* **25% Increase family’s capacity to manage familial stressors/barriers/crisis**
	+ Use the Family Coach model, resources at Ramsey County, the American Indian Hub and at MAICC to ensure families receive complete wrap-around services.
	+ Actively and regularly schedule meetings/check in with each family.
* **10% Increase familial support network**
	+ Help families identify their core support team (a network of family, friends, other).

**Additional Duties**

* **10% Reports/Meetings/Trainings**
	+ Document, Track and Report data and statistics.
	+ Draft narrative report on individual family successes.
	+ Budget and Expense Reports.
* **5% Outreach and Organization Wide Activity**
	+ Support and participate in MAICC organization wide events and activities.

**Required Qualifications:**

2-5 years previous experience in a role focused on relationship building in diverse communities, particularly the American Indian community. Case Management, Coaching or other Goal Setting Skills experience. High School Diploma/GED required. Bachelor’s preferred. Must be 21 years old.

**Preferred Skills:**

Excellent interpersonal and communications skills. Excellent meeting facilitation skills, including the ability to effectively present information to a wide variety of audiences. Strong project planning and organizational competency. Computer literacy, including knowledge of basic software applications, internet and email, and a willingness to develop additional skills as needed. Cultural competence and experience in working with diverse communities. Ability to prioritize workload. Ability to work independently as well as with a team. Ability to work under stress. Ability to meet deadlines. Ability to work independently with little supervision. Comfort making decisions as needed. Deep commitment to/experience with community organizing, racial equity, and cultural responsiveness.

**Work Environment/Physical Demands/Schedule**

While performing the duties of this position, the employee is frequently required to sit for extended periods and may be required to stand for an extended period. The employee must occasionally lift and/or move items weighing up to 50 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Noise level in the work environment is usually moderate. This position requires availability to work some evenings and occasional weekends.