



Job Description: **FFD Family Coach -WCCC**

Employment Category: Full-Time, Exempt

Salary Range: \$63,000 to 68,000

Job Location: Calais, ME

Start Date: As soon as possible

Position Summary

SCEC's mission is to create jobs and prosperity in Washington County, Maine. The Family Coach furthers this mission by working as part of the Families Future Downeast (FFD) team to design and deliver a full program of support and activities focused on increasing family stability and success. Coaches seek to intentionally build skills and mindset for sustained economic changes and goal and career attainment, including academic experiences. This position primarily provides direct service and support to families during their first academic year in FFD at Washington County Community College in Calais, ME. Coaching responsibilities include: developing and coordinating the review of individualized student success plans, guidance and monitoring student progress to optimize student development, retention and success in the FFD program; setting short and long-term goals for whole family success; listening and providing strengths-based, constructive and non-judgmental feedback to optimize student experience and promote family well-being.

Core Responsibilities

1. Coaching and 2Gen Support (75%)

- Maintain an active caseload of no more than 16 participants.



- Provide consistent, strengths-based support through in-person meetings, phone, text, and email communication, and in-home or office visits.
 - Support career pathway development, job placement, and advancement opportunities as well as postsecondary certificate and degree completion.
 - Connect participants to campus-based and/or community-based training and education opportunities for academic, workforce, health and mental health services.
 - Provide solution-focused support, response to stressful life events, and barrier navigation as well as deliver constructive feedback for optimal social/emotional/academic experiences.
 - Coordinate and review participant success plans.
 - Meet with FFD Director, fellow coaches and case consultation team weekly.
 - Conduct Team Meetings for families and attend meetings with service providers on behalf of parents.
 - Support parent & youth communication and goal-setting through FFD Youth program strategies.
 - Help navigate complex systems with families.
 - Build and maintain strong partnerships with academic institutions, workforce programs, and community resource partners.
 - Oversee recruitment, enrollment, and retention of participants
 - Maintain ongoing relationships with alumni
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2. Record Keeping, Plan Writing and Other Documentation (25%)

- Enter and maintain data, notes and files for FFD students and children.
- Write Family Success Plans, document assessments, maintain records of financial support for each family.
- Provide information to partners to meet program requirements and support collaboration.
- Serve as a liaison between participants, staff, partner agencies, and educational institutions
- Create 2Gen programming and opportunities for families to connect to build social capital
- Contribute to program development
- Track participant progress, outcomes, and services provided
- Manage data entry and reporting in electronic record-keeping systems



- Support parent-leadership opportunities
- Ensure compliance with confidentiality standards, including HIPPA and FERPA.

Additional Responsibilities

- Work effectively with individuals and families from diverse social, economic, and cultural backgrounds
- Demonstrate understanding of barriers related to poverty, trauma, substance use, education, and other barriers to employment
- Provide empathetic, non-judgmental support during periods of stress or crisis
- Participate in professional development and training opportunities
- Public speaking, facilitation skills and maintaining an appropriate professional image and appearance.
- Travel throughout Washington County and beyond as required,
- Utilize standard office technology and software systems
- Perform other duties as needed to support SCEC's mission

Reporting Structure: This position reports to the FFD Director.

Qualifications

- Bachelor's degree in Education, Counseling, Psychology, Social Work, or related field required and at least two (2) years relevant experience.
- Graduate degree and/or personal lived experience navigating similar barriers highly valued.
- Experience working with low-income, diverse populations, trauma, substance use, and with a working knowledge of executive functions skill building.

Interested applicants please apply by submitting a cover letter indicating interest, resume, and contact information for three references by email to HR@sunrisecounty.org or mail (SCEC; 7 Ames Way; Machias, ME 04654).

SCEC is a recovery friendly and equal opportunity employer.