



# Family Education & Support Services

Supporting Families...Strengthening Communities

*The mission of Family Education and Support Services is to promote healthy child development through the provision of quality service delivery.*

## Fatherhood Director

- Primary Location: *Tumwater, WA- with anticipated travel inclusive of other facilities in and throughout Thurston, Mason, Lewis, and Grays Harbor counties.*
- .75-1FTE, \$19-\$23/hour \*DOQ
- Hours: Varies by class schedule up to 30/hours per week- Flexible work week
- Reports to the Director of Education

**APPLICATION DEADLINE:** This position is open until filled

### HIRING PROCESS

STEP 1: *Submittal of Resume and Cover letter to [jody@familyess.org](mailto:jody@familyess.org)*

STEP 2: *Interview by Executive Director, Director of Education, and other senior leaders*

STEP 4: *Shadow Director of Education until fully trained*

Experience:

- The **Fatherhood** position is responsible for effectively provision of training, and support to men influencing child well-being in accordance with agency mission and in accordance with program fidelity, procedures and learning objectives. In addition, this position will promote positive fatherhood strategies across our service communities in an effort to build parental resilience.
- Must have strong communication skills and be a leader in building relationships with staff, community partners, and the community
- Bachelor's degree in education or a relevant field; equivalent formal professional training for this programming
- Relevant experience in a training or development instructor role, preferably in a related industry
- Proven ability to conduct training and development programs for participants that achieve learning objectives
- Proven ability to assist with the creation of training materials and content
- Proven skills to maintain a disciplined, orderly, and productive learning environment
- Proven skills to supervise training testing integrity, reporting and documentation, including attendance, results, and participant feedback
- Proven ability to use participant feedback to improve the training programming and curriculum



## WHY WORK With Family Education and Support Services

We all benefit when we support children and families. Family Education and Support Services strives to ensure healthy child development by providing innovative, evidence-based services. We strive to improve child protective factors and reduce risk factors. We have been recognized on local, State, and national levels for our innovative strategies, including in our provision of fatherhood services.

- We cultivate and maintain strategic partnerships working across systems, collaboratively with policy makers, community partners, key leaders, and the voices of those we serve to implement the most meaningful, and sustainable strategies available.
- Integrity is important to us. We uphold the highest standards of professional and ethical behavior.
- Staff diversity makes our agency stronger and more effective. We strive for diversity, cultural humility, and trauma informed environments.
- We are dedicated to strategic growth that is consistent with our mission and vision. Innovation, evidence-based strategies, and creativity are the backbone of our day-to-day activities.

## WHAT WOULD YOU DO?

***This job description identifies the major responsibilities of this position. Employees may be required to perform other duties as assigned, to assist with executing the company's business model, promoting the company's culture, mission, and values.***

- Sets and achieves objectives that measure participant and programming success (ex - participant pass rates, learning objective progress, positive participant ratings, etc.)
- Effectively teaches content according to the chosen curriculum and learning objectives for the class or individual participants
- Instructs participants using a variety of learning methods to meet different learning styles and student needs
- Skilled in interacting with and engaging all types of students, cultural backgrounds and learning styles
- Creates and modifies training materials and content that address all learning objectives and are highly rated by participants
- Ensures all training materials are updated for the latest changes in procedures and regulations
- Proactively explores new ideas, teaching methods and best practices from leading organizations and experts in the field
- Maintains a disciplined, orderly, and productive classroom environment
- Encourages student participation, discussion, and positive interactions between students
- Efficiently manages training logistics, including scheduling, invitations, access, room reservations and materials
- Manages testing procedures to evaluate student progress, including monitoring the test environment to ensure testing integrity
- Maintains up-to-date participant and class documentation; promptly addresses any requirements that are past due or incomplete
- Tracks class rosters, attendance, completion percentages, scores, and participant feedback for all training classes
- Oversee evidence-based service provision with fidelity to contract expectations
- Studies issues identified during training delivery and participant feedback to improve training instruction and curriculum

- Contributes to training process improvement projects to increase the effectiveness of the programming
- Engages in community activities relating to the programs taught

#### **THE SUCCESSFUL CANDIDATE IS A PROFESSIONAL...**

- Interested in a fast-paced, diverse community environment, with multiple classes running concurrently
  - Demonstrates a commitment to excellence, integrity, and compliance.
  - Committed to collaboration, communication, and community engagement.
  - Dedicated to strength-based service delivery for family's representative of diverse backgrounds, cultures, and belief systems.
  - Upholds our agency's core values: Cultivating and Maintaining Strategic Partnerships, Integrity, Stewardship, Data Driven & Outcomes Based, Trauma Informed & Relational Modeling, Leadership, Professionalism & Satisfaction, Diversity, and Strategic Growth
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**Application Questions Contact Jody Smetak at 360-999-7614 or email [Jody@FamilyESS.org](mailto:Jody@FamilyESS.org)**