



FIRST STEP FAMILY SUPPORT CENTER

323 EAST 6TH STREET • PO Box 249, PORT ANGELES, WA 98362 • (360) 457-8355

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| Job Title: Drop-In Coordinator |
| Work Location: Port Angeles, WA |
| Program: Drop-In Center |
| Reports to: Program Manager |
| Position Type: Part-Time; Potentially full time for applicable candidate |
| Hours of Operation: 20 hours per week |
| Salary: \$17- \$19 per hour depending upon experience, paid accrued Sick and Vacation time, 11 paid annual Holidays, and up to \$3,600 per year in medical reimbursements |

Position Summary

The Drop-In Coordinator will staff our Drop-In Family Resource Center during community hours (Monday-Thursday, 1-4pm) to provide a safe place for families to receive resources, including information and referrals. The Drop-In coordinator supports families to access First Step's clothing and equipment closet, children's play areas, diaper depot, information and referrals based on family needs.

Duties Include:

- Ensure that the Drop-In Center is open regularly per the schedule and is a welcoming environment for all families
- Share information regarding resources of First Step and other agencies in Clallam County that support the needs of families and make referrals for further support, assessments, and/or evaluations as needed.
- Participate in actively recruiting families to participate in First Step Programs.
- Plan for and secure healthy snacks for clients to consume at the Drop-In Center
- Maintain cleanliness and order in the Drop-In Center environment
- Provide a safe environment for children to play and learn
- Work with other staff, community programs and/or volunteers to expand programming choices for parents
- Process and organize incoming donations for the clothing and equipment closets
- Keep clothing and equipment closet clean and organized with the assistance of volunteers and staff.
- Communicate regularly with the Program Manager
- Maintain daily sign-in records and collect other program data as needed
- Other duties as assigned

Education and Work Experience Requirements

Associate of arts degree or associate's degree in a related field, such as social work, behavioral sciences, psychology, child development, or mental health preferred.

OR

Have a high school diploma or equivalent and a minimum of one year of related experience working with children and/or families.

Additional Requirements

- ***Bilingual speakers are preferred but not required.***
- Position requires prolonged sitting and standing
- Occasional stooping, bending, lifting and reaching. Must be able to lift and transport up to 25 lbs.
- Employee must be able to climb stairs as part of their regular work
- Valid driver's license and driver's insurance, vehicle and ability to travel
- Employee must be able to work in noisy and crowded environments.
- Demonstrate ability to keep and maintain good professional boundaries
- Maintain confidentiality about First Step clients and First Step business
- Must be able to pass a background check
- Ability to safely and successfully perform the essential job functions consistent with federal, state, and local standard, including HIPPA compliance.
- First Step Employees are mandated reporters and therefore must abide by laws governing mandated reporters
- Maintain safety standards for Covid-19 protocols.

Please submit resume and cover letter to employment_fstep@olyphen.com

This job description is our best approximation of the job and is subject to change.

We are committed to creating and sustaining an inclusive culture that promotes and values diversity, reflects the diversity of the communities we serve, and where everyone feels empowered to bring their authentic selves to work every day. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender expression or identity, national origin, age, disability, genetics, ancestry, ethnicity, marital status, veterans' status, citizenship status, or membership in any other group protected by federal, state, and local law. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants, people with disabilities, members of the LGBTQ+ community, veterans, and individuals with diverse cultural backgrounds and language abilities. In addition to federal law requirements, First Step Family Support Center complies with applicable state and local laws governing nondiscrimination in employment.