



Job Posting

Job Title:	Community Coordinator
Pay:	Competitive
Department:	Safe Babies Court Teams Project – Policy Center
FLSA Category:	Exempt
FTE:	1.0 (Full-time)
Reports To:	Director, Safe Babies Court Teams Project
Work Locations:	Tulsa, OK
Posting Date:	November 17, 2014

Summary

The Community Coordinator will work with the Tulsa Safe Babies Court Team (SBCT) judge to support local SBCT activities. The Community Coordinator facilitates coordination and collaboration among community stakeholders on the Court Team, schedules Court Team meetings, tracks monthly follow up activities for each case monitored by the SBCT, and conducts follow-up activities related to SBCT goals.

Essential Duties and Responsibilities

- Works with judge to implement recommendations of Court Team.
- Assesses community's needs for training/technical assistance to meet goals of Court Team.
- Coordinates with community agencies to arrange local training and technical assistance activities.
- Develops policies and procedures with Court Team to increase coordination and collaboration among participating agencies.
- Works with the judge and SBCT to implement the SBCT Core Components¹.
- Distributes/disseminates materials developed by the project.
- Implements local evaluation plan – collects and reports data to Project.
- Coordinates and communicates with Community Coordinators in other SBCT communities.
- Contributes to reports as requested.
- Participates in regular project conference calls.

Skills and Experience

- Knowledge of local community early childhood services including: early care and education, health, mental health, child welfare, early intervention
- Ability to work collaboratively with multidisciplinary group
- Knowledge of issues related to child abuse and neglect
- Knowledge of juvenile and family court functioning
- Facility working with people of diverse educational, professional, socioeconomic, and ethnic backgrounds
- Background in infant/early childhood development or related field
- Experience with systems change and community collaboration
- Ability to work effectively across agencies and disciplines
- Ability to work independently
- Minimum 5 years relevant work experience
- Resident of the Tulsa metropolitan area

Additional Preferred Skills & Experience

- Knowledge of infant/toddler social-emotional development and impact of abuse and neglect
- Experience working with juvenile and family court judges
- Native bilingual Spanish speaker

Essential Qualities

- Encourages and practices critical thinking
- Is self-reflective and empathic
- Recognizes the influence of workplace relationships on outcomes and results
- Maintains a respectful and accepting approach to others
- Awareness of the influence of the larger context on individual behavior
- Collaboratively and creatively supports the work efforts of colleagues at all levels and in all areas of the organization

Education

- Minimum undergraduate degree in child development, social work, or related field. Master's degree preferred

Physical Requirements

While performing the responsibilities of the job, the employee is frequently required to use finger dexterity as well as sufficient hand dexterity to use a computer keyboard and be capable of reading a computer screen. Also may need to remain seated for long periods of time, have the ability to perform repetitive motions, hold a writing instrument, walk, communicate verbally and hear well enough to detect nuances and receive detailed information. The employee may be required to grasp objects, push or pull objects, bend, squat, reach, stand, or kneel. Vision abilities required by this job include close vision for expansive reading and preparing and analyzing data. May have to lift up to 30 pounds.

Working Conditions

The work conditions described here is representative of those an employee encounters while performing this job. The employee is expected to travel and will be exposed to outside environmental conditions during those times. Depending on work location, the incumbent will typically work indoors in a heated and air-conditioned office, with a mixture of natural, incandescent and fluorescent light with low to moderate noise levels or be subject to working conditions conducive to a home office.

How to Apply:

Submit your cover letter with salary history and resume by clicking on the link below:

<http://www.dcjobs.com/apply.asp?jid=9643653>

ZERO TO THREE: National Center for Infants, Toddlers, and Families is proud to be an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities

ⁱ **Safe Babies Court Teams: 10 Core Components**

The Safe Babies Court Teams Project has 10 core components. These components, implemented in each Safe Babies Court Team site, are critical for the project to function effectively and successfully. Each core component is listed and described below.

Core Components

1. **Judicial Leadership:** Each Court Team requires the leadership of a local judge who, because of their unique position of authority in the processing of child welfare cases, is a catalyst for change.
2. **Local Community Coordinator:** Each Court Team community requires a local Community Coordinator who provides child development expertise to the judge and the Court Team, and coordinates services and resources for infants and toddlers.
3. **Active Court Team Focused on the Big Picture:** Each community has a team of key community stakeholders devoted to restructuring how the community responds to the needs of maltreated infants and toddlers. The team meets monthly to learn about available services, identify gaps in services, and discuss issues raised by the cases that members of the Court Team are monitoring.
4. **Targeting Infants and Toddlers in Out-of-Home Care:** The Court Team focuses on foster care cases involving children younger than 36 months. Comprehensive developmental, medical and mental health services are incorporated into the case plan document to ensure that the child's well-being is given primary consideration in the case. An additional emphasis is placed on finding the child a medical home.
5. **Placement and Concurrent Planning:** To reduce placements, the Court Teams use concurrent planning, a technique which requires the quick identification of, and placement with, caregivers who are willing to become the child's permanent family if reunification becomes impossible.
6. **Family Team Meetings Monthly to Review All Open Cases:** Each month, the Community Coordinator and a team of service providers, attorneys, and child welfare agency staff meet to review the family's progress.
7. **Parent-Child Contact (visitation):** Research shows frequent visitation increases the likelihood of reunification, reduces time in out-of-home care, and promotes healthy attachment.ⁱ The Court Team focuses on increasing visitation by expanding the opportunities (e.g. doctor's appointments) and the locations (e.g. the foster home, the birth parents' home) for parent-child contact.
8. **Continuum of Mental Health Services:** Children traumatized by their parents' care, removal, and foster care may need mental health services. Their parents also need mental health services to help them overcome the reasons for their behavior. To meet these needs each Safe Babies Court Team develops a continuum of mental health services that includes services such as Child-Parent Psychotherapy.
9. **Training and Technical Assistance:** ZERO TO THREE staff and consultants provide training and technical assistance to the Court Team community on topics such as: infant and toddler

development; parenting interventions; services available to foster children in the community; trauma; and parental substance abuse, domestic violence, mental illness, and poverty.

10. Evaluation: To evaluate its work, each Court Team collects information on: knowledge enhancement among child welfare professionals, systems change, and outcomes for children and families.