



Program: Safe Babies Dallas County

Job Title: Safe Babies Coordinator

Reports to: Safe Babies Director

About First3Years: First3Years is a state-wide non-profit organization whose mission is to educate, advocate, and collaborate to advance the healthy development of infants, toddlers, and their families. First3Years is recognized around the state for its training programs around infant mental health and our ability to bring meaningful research around relationships brain development during the early years to those who need it most.

Safe Babies Coordinator Tasks:

The Coordinator will work with the Safe Babies Dallas County (SBDC) Committee to support local activities. The Coordinator facilitates coordination and collaboration among community stakeholders, serves as a bridge builder across the many disciplines involved with infants and toddlers in foster care, schedules committee meetings, and conducts follow-up activities related to team goals. Coordinator also assists birth and foster parents in connecting with each other and to community services and navigating the child welfare system.

Essential Duties and Responsibilities:

- Coordinate meetings for SBDC Stakeholder Planning committee and subcommittees
- Makes recommendations on and helps to develop policies and procedures with the committee to increase coordination and collaboration among participating agencies.
- Distributes/disseminates materials developed by project
- Contributes to reports as requested
- Participates in regular project conference calls and planning meetings
- Assesses and coordinates the community's needs for training/technical assistance
- Identify and connect with experts to provide training and technical assistance.
- Assists in the design and implementation of evaluation plan – collects and reports data to evaluator
- Provide support to the family during the court process
- Provide support and connection between the family and court personnel, case management staff, Investigators, and specialized Safe Babies Dallas County (SBDC) wrap around services
- Provide support to foster parents during time of placement (i.e. referrals for child, crisis diffusion, empathizing)
- Provide additional referrals for immediate and crisis/family stabilization services for the family
- Participate and help to facilitate monthly team meetings to identify systems/family's barriers to permanency
- Responsible for internal/external communication about SBDC including written materials and oral presentations.
- Prepares reports for the Safe Babies Director and board weekly, monthly, quarterly, as required



- Attends and represents First3Years in statewide and local meetings, events, and conferences as needed or as required to carry out the mission of First3Years and goals of Safe Babies Dallas County
- Stays current with national and state best practices around infants and toddlers in child welfare.
- Provide trainings as necessary
- Explore, support, and author related grant opportunities as appropriate.
- Performs other duties as needed or assigned by the program director/CEO.

Job Requirements/Skills & Knowledge:

- Graduation from an accredited college or university with a Bachelor's degree in child development, Social Work, or related field. Master's Degree Preferred.
- Minimum 1-year experience providing direct service to very young children and families
- Case Management experience required.
- Program management experience preferred.
- Connection to the mission of First3Years and desire to help young children and their families
- Ability and willingness to extend beyond job description.
- Creativity in solving problems and planning activities.
- Knowledge of child development, infant mental health, child protective services, foster care, and early intervention systems.
- Knowledge of issues related to child abuse and neglect.
- Familiarity with juvenile and family court proceedings.
- Ability to work collaboratively multidisciplinary group.
- Experience with systems change and community collaboration.
- Ability to mediate differences of opinion objectively.
- Knowledge of issues related to child abuse and neglect.
- Knowledge of juvenile and family court functioning.
- Ability to travel & work effectively across agencies and disciplines.
- Respect for people of all cultures, religions, and socio-economic backgrounds.
- Personal Transportation abilities required (car).

To Apply:

- Email Resume, Cover Letter, 3 References, and Salary Requirements to:
 - Safe Babies Director: Stephanie Madrigal | smadrigal@first3yearstx.org

Applications are due by 5PM on May 14th, 2021