Family Resource Coordinator

Program: Pediatric Therapy

Hourly/Salary: $27 Hourly

Reports To: VP Of Pediatrics

Effective Day: 11/3/2026

ABOUT STRIVE NORTHWEST

Strive Northwest is a nonprofit that has been serving some of Clark County's most vulnerable populations since 1963. Our programs serve children and adults with disabilities, low-income children, adults, families, and the general public.

CORE VALUES

We're all in

We show up, work hard, and take personal responsibility in everything we do. We have the courage to say and do the difficult things. All while staying true to our word and kind to ourselves.

We go beyond

We're passionate about posing boundaries and respectfully challenging assumptions. We're flexible and willing to take risks. Together we'll do more than anyone though possible.

We build community

We embrace our differences and welcome one and all in a safe, trusting place. We're inclusive in our relationships. We build connections that make our community stronger.

MISSION

We deliver innovative programs that give opportunities for children and adults in our community to become more self-reliant through therapeutic, educational, and employment services.

LEADERSHIP PHILOSOPHY

Leaders at Strive Northwest inspire enthusiasm and accountability that drive our mission. Leaders build engagement and communicate honestly and openly. By rallying everyone around our shared vision, Leaders model and expect the best from individuals and teams.

AAP/EEO STATEMENT

Strive Northwest provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Strive NORTHWEST

Family Resource Coordinator

SUMMARY

Provide support services for children and families participating in the Early Intervention program, identify community resources, provide referrals and follow-up to meet IFSP goals, and transition the child to school district services at age three.

SUPERVISORY RESPONSIBILITY

none

COMPETENCIES

- Strong Communicator
- Client- and Family-Centered
- Professionalism and demonstrated knowledge of ethical conduct
- Strong Problem Solving and Analysis

ESSENTIAL FUNCTIONS

- Conduct outreach to recruit and enroll children and families in the Early Support for Infants and Toddlers (ESIT) Early Intervention program
- Assist with developing and implementing Individual Family Service Plans (IFSP)
- Assist with developing transition plans from Early Intervention to public school district services
- Develop partnerships with community agencies to identify resources to support the IFSP
- Facilitate collaboration and communication between professionals and parents involved with the child
- Compile data using the state data management system (DMS); submit required forms, evaluations, and data reports to meet ESIT program standards
- Consult with various internal programs on request
- Schedule intake and client appointments within IFSP guidelines to maximize productivity
- Utilize technology as effective communication, planning, and instructional tool; To include video conferencing with families
- Attend and participate in organizational meetings and training as requested
- Adhere to safe work practices and procedures
- Participate in departmental and agency meetings

WORK ENVIRONMENT

Indoor clinic setting with ambient room temperature; lighting; moderate noise typical of children's activities and communication; equipment traditional of an office or therapy clinic setting. Natural environment setting to include client homes, parks, preschool/daycare settings.

POSITION TYPE & EXPECTED HOURS

- Non-exempt. Full Time – 30 hours/week depending on program needs.
- Extended or flexible hours as needed

TRAVEL

Frequent travel within Clark County using reliable personal transportation

PHYSICAL DEMANDS

- Operate equipment traditional of an office or therapy clinic setting, including a laptop computer and copy machine
- Navigate various online data management systems, cross-referencing different systems, uploading and transcribing documents
- Travel to/from office to client homes throughout the workday, navigating stairs, cluttered homes, gravel roads, and new environments
- Navigate an office environment; move through cubicle areas, meeting rooms, and offices, use stairs or elevator
- Work on a computer up to 8 hours per day

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for their job. Duties, responsibilities, and activities may change at any time with or without notice.

REQUIRED EDUCATION, CERTIFICATION(S), & EXPERIENCE

- Bachelor's degree in human development and experience working with infants and toddlers and their families OR an Associate's degree and two years of experience working with infants and toddlers and their families.
- Strong computer skills with an emphasis on Microsoft Office
- Ability to multi-task, prioritize, problem-solve and meet expected deadlines with attention to details
- Speak and write English proficiently
- Must pass a criminal history background check
- Current Driver's license and reliable personal transportation
- Current First Aid and CPR qualification or ability to obtain certification within 30 days

SIGNATURES:

Manager_____

Date_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____

Date_____