

# Job Opening Announcement & Job Description



## Family Resource Coordinator (Grant County)

<p><b>Supervisor:</b> Managing Director of Early Learning</p>	<p><b>Division:</b> Early Support for Infants &amp; Toddlers <b>Location/Assignment:</b> Grant County - Moses Lake Office</p>
<p><b>Salary Range:</b> \$51,689.00 to \$61,443.00 (level 1) \$53,469.00 to \$63,558.00 (level 2)</p> <p style="text-align: center;"><i>Salary based on a 260-day position. Salary range dependent upon experience and expertise</i></p> <p><b>Benefits:</b>  <u>Insurance benefits</u> - Through the <a href="#">HCA SEBB</a> program, includes medical, dental, vision, life, &amp; LTD (if hired for more than 79 days)  <u>Retirement</u> - Through the <a href="#">Department of Retirement</a> (DRS)  <u>Vacation leave</u> - accrued at 8 hours per month  <u>Sick leave</u> - accrued at 8 hours per month  <u>Personal leave</u> - 2 days per year</p> <p><a href="#">Additional Benefit Information</a></p>	<p><b>Conditions of work:</b></p> <ul style="list-style-type: none"> <li>● 260 days per year</li> <li>● 8 hours per day</li> <li>● <i>Non-exempt position</i></li> </ul>

**General Description:**  
 This position is a rare opportunity to join an exciting team. The regional North Central Educational Service District 171 (NCESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as Family Resource Coordinator. The Family Resource Coordinator coordinates resources for the child and family.

**Qualifications:**

**Required:**

- High School diploma
- Bilingual (English and Spanish)
- Excellent verbal and written skills in both English and Spanish
- Experience with basic computer applications, such as Microsoft Word and Excel, is preferred.
- Valid Washington Driver's License and ability to commute regularly within the assigned region

**Preferred:**

- Bicultural preference
- Experience working with children and families in screening for developmental, hearing, and vision preferred
- Experience as a home visitor is preferred

**Skills, Knowledge, and/or Abilities:**

- Demonstrates excellent written and verbal skills
- Demonstrates outstanding customer service skills both over the phone and in person
- Relates and communicates effectively with others
- Portrays a positive attitude
- Understands and carries out oral and written directions efficiently and effectively
- Demonstrates basic use of skills in software applications, including MS Word, MS Excel, and MS Outlook
- Demonstrates familiarity with office and desktop technology (i.e., web browser, scanner, digital camera, LCD projector)
- Exercises confidentiality and displays loyalty and integrity

**Timeline:**

Position opens: January 30, 2026  
Position open until February 13, 2026  
Screening & Interviews begin as soon as possible  
Position begins: as soon as possible

**Note:** Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

**NCESD is an Equal Opportunity Employer**

**Job Responsibilities:**

- Establishes and maintains relationships with primary referral and Child Find sources
- Receives and coordinates referrals from local Child Find efforts within the contracted service area
- Serves as the initial point of contact for families, receiving referrals from primary referral sources
- Assists Early Support for Infants & Toddlers (ESIT) providers with data entry into the ESIT data management system
- Assists with tracking of referrals and communication with physicians and school districts
- Interprets during home visits, phone calls, or meetings for ESIT providers when necessary
- Assists families in understanding Washington's ESIT services and their options for evaluation and assessment, development of the Individualized Family Service Plan, transition to case management, and procedural safeguards
- Develops and maintains working relationships with primary service providers
- Meets with providers and families to identify resource information and referral systems, and collaborates with providers on how to facilitate accessing resources for families
- Informs families of the availability of advocacy service providers within their community

**Coordination and Evaluation**

Assists families with coordination of evaluation and assessment activities, including, but not limited to, the following activities:

- Assists families with accessing multi-disciplinary evaluation and assessment services
- Assists families with identifying and accessing formal and informal community and fiscal resources to meet individual child and family needs
- Assists families in coordinating identified services
- Assists families and multiple agencies in organizing, integrating, sequencing, and prioritizing evaluation and assessment

**Plan Development and Transition**

Coordinate the development of the Individualized Family Service Plan (IFSP) for all eligible children and families, including, but not limited to, the following activities:

- Assists families in developing the family statement for the IFSP (family statement is voluntary for families).
- Coordinates with agencies providing services
- Coordinates and participates in the development of the IFSP from the time of referral, through the planning meeting, and transition to case management
- Coordinates with families and appropriate agencies to schedule the IFSP and invite participants; identify responsible agencies/individuals; develop timelines; and designate a case manager
- Compiles and distributes copies of the IFSP to the family and others with the family's permission
- Processes all data appropriately with the Early Support for Infants and Toddlers (ESIT) Data Management System
- Coordinates and facilitates the six-month review, annual, and revisions to the IFSP with families
- Coordinates any changes with families and providers
- Coordinate the development of transition plans as eligible children reach transition points (i.e. reaches age 3, moves from the service area, or transition to existing case management services), including, but not limited to, the following activities:
  - Maintains contact with families, as necessary, to assure a continuum of needed services
  - Coordinates the development of the transition plan
  - Assists families with the transition to existing case management services
  - Provides follow-up to ensure ongoing provision of ESIT services by other providers and to ensure that families have access to the payer of last resort funds when appropriate

**Professional Growth and Responsibilities:**

- Meets or exceeds performance expectations in the following areas:
  - Competence
  - Quality & Quantity of Work
  - Attitude
  - Flexibility, Innovation & Initiative
  - Cooperation with Supervisor/Director & Peers
  - Demonstrates & Supports Agency Values
- Supports, implements, and abides by the NCESD and partnering agencies' policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD and other administrators.
- Supports and follows the policies and procedures of the agencies served.
- Submits records, reports, and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of her/his duties.
- Seeks and takes advantage of opportunities for professional growth.
- Supports and implements NCESD policies, regulations, procedures, and administrative directives; demonstrates loyalty to the NCESD and other administrators.
- Demonstrates open, clear communication, a positive, caring attitude, and the ability to work with children, staff, and parents.
- Maintains dress and appearance appropriate to a professional work setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Assists with other responsibilities as assigned by the Managing Director of Early Learning, Deputy Superintendent, or the Superintendent.

**Physical Demands:**

- Frequent travel within the assigned region.
- Sitting for extended periods of time may be required.
- Lifts and carries a maximum of 40 pounds.
- Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

**Application Procedure:**

North Central ESD is accepting applications for this position online only. To access our online application, please click the link below.

**All completed packets must be submitted online and include:**

- Resume
- Cover Letter
- Three Professional References
- Washington State Sexual Misconduct Disclosure Release

[Click here to apply](#)