



Care Services Coordinator
 Northeast Community Center: Home of Harmony Project KC
 544 Wabash
 Kansas City, MO 64124

The Northeast Community Center utilizes the universal language of music to develop young musicians and minds, partner with families, and build community in Kansas City.

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| Job Title | Care Services Coordinator |
| Reports To | Supportive Services Manager & Music Therapy and Impact Manager |
| Salary | \$32,500 annually (25 hours/week) |
| Position Overview | This position is responsible for connecting children and families to enriching activities that enhance well-being at the Northeast Community Center and in the broader community. |
| Supervision Responsibilities | None. |
| Education | Bachelors degree in related field (e.g. Education, Music Therapy, Social Work, Psychology) |
| Experience & Qualifications | Strong relationship builder. Excellent communicator. Good networking skills. Reliable. Skilled in Google Suite and Office Products. Familiarity with applications - position will use TextIt, Wix, AirTable. Detail oriented. Job experience working with children and families. <u>Bilingual: Spanish required.</u> Organizational and Staff Values fit. |
| Other Qualifications | 25 hours/week. Northeast Community Center will work with employee regarding the schedule. Some hours can be remote. One evening per week and one Saturday per month will be required. |

Section 1: Partnerships
Supervisor: Supportive Services Manager

- Remain informed and promote opportunities with NECC children and families by collecting information from partner agencies and sharing them to be posted on social media, sharing to be posted on the parent website, and directly via group text message system.
- Assist families in completing necessary paperwork to access opportunities with partner agencies.
- Assist with large-scale partnerships, such as Back to School Store and opportunities through Fox4 Love Fund for Children.
- Enter data into the software system to track partner services provided.
- Translate as needed for partnerships.

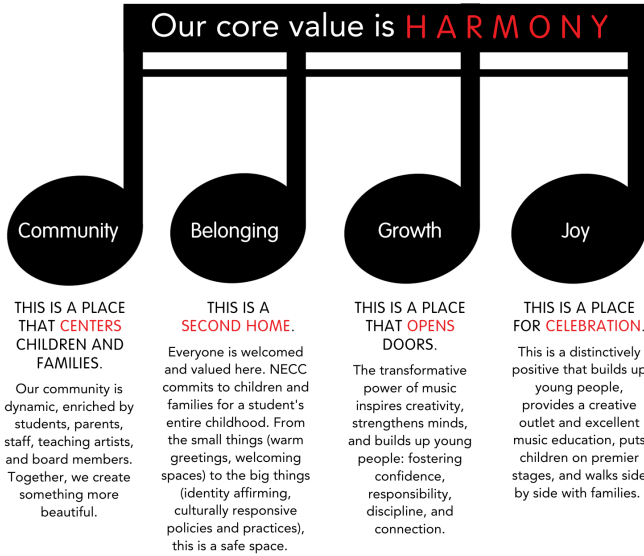
Section 2: Music Therapy & Counseling
Supervisor - Music Therapy: Music Therapy & Impact Manager
Supervisor - Counseling: Supportive Services Manager

- Create promotional materials to advertise Music Therapy & Therapy programming.
- Assist in identifying children that would benefit from Music Therapy & Therapy.
- Recruit and enroll families as directed into Music Therapy & Therapy programming. Assist with on-boarding.
- Send reminders regarding Music Therapy & Therapy programming to enrolled families.
- Assist with logistics of Music Therapy & Therapy (scheduling, events, arrival, dismissal, setup).
- Monitor attendance and uphold attendance/tardy expectations.
- Report dismissals to the appropriate supervisor and fill spots as directed.
- Translate as needed for the setup and success of Music Therapy and Counseling. (Employee will not translate for therapy or music therapy, but will for meetings and other appointments).

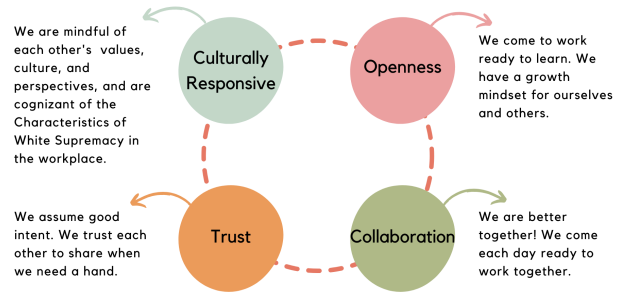
Section 4: Well-Being
Supervisor: Supportive Services Manager

- Be familiar with and support the behavior system.
 - Be a part of developing/implementing a Student Success Plan as appropriate.
 - Draft content related to mental health and wellbeing for the Program Managers to share with teachers and families.
 - Participate in a monthly Community Well-Being meeting with Supportive Services Manager and Music Therapy & Impact Manager to coordinate, maximize, and streamline services for children and families.
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- Other duties as assigned.

Organizational & Staff Core Values:



Staff Core Values



THE NORTHEAST COMMUNITY CENTER DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, GENDER, RELIGION, NATIONAL ORIGIN, OR ETHNICITY IN STUDENT ADMISSIONS OR IN ANY PROGRAMS IT ADMINISTERS.