



Position Description:

FAMILY LIFE COORDINATOR

POSITION ASSIGNMENT

Position Title: Family Life Coordinator (FLC)

Status: Full-Time

Reports to: Program Supervisor

Position Summary

Under the direction of the Program Supervisor, the Family Life Coordinator (FLC) will manage "Bethany Village Family Living Program" for single mothers and their children. Bethany Village is a three phase, faith based program to help single mothers and their children find stability in housing; gain economic independence through financial literacy and stewardship; and find hope and healing through transformative support services such as counseling, parent education, career advancement services, gainful employment, and/or obtaining a degree/vocational certification.

Bethany Village FLC will commit to serving our community through values-driven programs that promote spiritual growth, compassion, and positive impact. Our FLC fosters faith-based initiatives that aim to create inclusive environments where individuals of all backgrounds can feel respected, supported, and empowered. The FLC must remain in accordance with federal, state, and local nonprofit regulations. Additionally, the FLC will develop a mentoring relationship with each client family and model positive life skills necessary for successful independent living. The FLC will communicate frequently to the Program Supervisor the status of each family's progress in order to develop, review, and revise the Service Plans for each family.

POSITION QUALIFICATIONS

Education & Prerequisites

- Bachelor's degree and relevant prior work experience preferred.
- Strong written and verbal communication skills
- Proficient with computers and standard office applications.
- Ability to actively listen and communicate effectively with staff, residents, and community partners.
- Current CPR and First Aid certification (or willingness to obtain upon hire).
- Flexible schedule with the ability to adapt to program and resident needs.
- Ability to remain calm and effective in high-stress situations.
- Self-motivated, with strong organizational and time management skills.
- Demonstrated professionalism, respect, and civility in working with mothers and their families.
- Commitment to upholding the organization's mission, vision, and core values in all activities.
- Personal commitment to the Christian faith, demonstrated with humility and cultural sensitivity.
- On-site living preferred.

KEY RESPONSIBILITIES

GENERAL DUTIES

- Manage the household and ensure compliance with program guidelines.
- Engage daily with client families, including some evening interactions.
- Develop, implement, and participate in routine housekeeping schedules.
- Oversee and assist with additional household chores in the shared residence.
- Monitor client and child behavior, documenting and reporting observations to the Program Supervisor.
- Support families in addressing special needs as outlined in their Service Plans.

- Conduct tours of the residence and provide information about the program.
- Purchase and maintain household supplies, including stocking and organizing the supply closet (may involve climbing, lifting, and reaching).
- Distribute household items and donated goods to clients appropriately.
- Coordinate seasonal decorations and assist in hosting special events (e.g., Christmas party, holiday celebrations).
- Host Christmas party and other special event gatherings.
- Ensure safety procedures are followed, including scheduling and conducting quarterly fire drills.
- Maintain household first aid kit and body fluids clean-up kit.
- Provide mentor ship and guidance to program participants in alignment with Christian principles.
- Perform additional responsibilities as assigned by the Program Supervisor and/or Amistad Family Services, Inc.

CASE MANAGEMENT/ADMINISTRATIVE DUTIES

- Conduct client orientations and complete all admissions paperwork and required documentation.
- Prepare and submit to the Program Supervisor: admission profiles, room check-in/check-out forms, biweekly life skills evaluations, incident reports, discharge profiles, and discharge summaries.
- Submit expense reports, client service data sheets, and other required reports by designated deadlines
- Participate in Service Plan meetings with the Program Supervisor to review and support client progress.
- Promote and model the concepts of a therapeutic community; actively participate in community meetings.
- Attend weekly team meetings, treatment team meetings, individual supervision sessions, and general staff meetings.
- Assist clients with money management, including program fees and savings collection, and provide receipts as required.
- Participate in staff training opportunities, including off-campus workshops and seminars, as recommended by the Program Supervisor.
- Support organizational visibility by participating in public relations activities as assigned.
- Adhere to approved purchasing guidelines; submit receipts promptly for reimbursement.
- Manage household budgets for home-share residents, ensuring expenses remain within established guidelines.
- Ensure timely submission of all reports and documentation.
- Teach and reinforce essential life skills for independent living, including:
 - Parenting
 - Job Readiness (resumes, applications, interviews)
 - Cooking and Meal Preparation
 - Housekeeping
 - Budgeting and Financial Management
 - Conflict Resolution
 - Time Management

PHYSICAL REQUIREMENTS

- Ability to drive agency-assigned vehicles, with a valid New Mexico driver's license and eligibility for coverage under the agency's vehicle insurance.
- Ability to safely hold or physically restrain children when necessary.
- Capacity to exert up to 100 lbs. of force occasionally, up to 20 lbs. frequently, and up to 10 lbs. continuously to move objects or assist individuals.
- Flexibility to maintain a varied work schedule, including evenings and weekends as needed.