



Workforce Development Coach

Care Provider Background Screening Clearinghouse Education and Awareness website. This site was implemented under the directive of House Bill 531 (2025). As part of these requirements: "Each specified agency must include a clear and conspicuous link to the webpage on its website and provide the link in all job vacancy advertisements and posts by the qualified entity." Any job announcement that requires a screening through the Clearinghouse must include a link to this website as of 1/1/2026. <https://info.flclearinghouse.com>

Position: Workforce Development Coach
Grade/Salary: (3-4) \$20.00-\$25.00 per hour / 40 hours per week / 12 months
Pay depends upon experience and credentials
Location: Marieb Early Learning Center - Main campus, 1723 North Orange Avenue, Sarasota, FL 34234
Reports to: Director of Family Services

Summary: The Workforce Development Coach (WDC) is responsible for supporting families in increasing their employability skills, advancing their education, and obtaining employment to support family well-being. The WDC provides vocational case management, referrals, training, and support services to families, along with developing and implementing a Parent Training Program. The WDC works collaboratively with staff, families, and community partners. Work is reviewed through regular coaching and feedback with the supervisor.

Requirements:

- Identify family strengths and needs related to family engagement outcomes as described in the Head Start Parent, Family and Community Engagement Framework, including family well-being, parent-child relationships, families as lifelong educators, families as learners, family engagement in transition, family connections to peers and the local community and families as advocates and leaders;
- Collaborate with families in a family partnership process that identifies needs, interests, strengths, goals, and services and resources that support family well-being, including economic stability;
- Research and recommend new resources within the community;
- Develop and implement a Parent Training Program (PTP) that provides families with opportunities to work in a variety of areas within Children First, i.e., early childhood education, food services, clerical services, or facilities maintenance;
- Share information with staff, as appropriate, consistent with HSPPS #1303 subpart C (PII) and IDEA
- Assist families to understand economic stability and mobility;
- Participate in identification and recruitment of eligible families;
- Maintain regular contact with families to promote continuing services;
- Provide community resource referrals relevant to family needs and serve as liaison with those resources; follow up as appropriate;
- Participate in agency- and community-sponsored events to promote family economic mobility through education, training, and employment
- Assist in providing parents with educational and employment support services;
- Provide opportunities for parents to understand vocational services;
- Review and analyze data to monitor and identify risks and inform strategies for continuous improvement of family outcomes according to the Parent, Family, Community Engagement Framework;
- Utilize agency-identified database systems to review, record, and report on program progress toward meeting compliance measures, including follow-up action required;
- Provide regular measures of progress to all parties involved;
- Ensure quality data is collected and entered to support the reliability, validity, and timely submission of the agency Program Information Report (PIR);
- Data collection, entry, quality, integrity, analysis, and reporting.

Experience and Education:

- Baccalaureate Degree in Human Resources, Social Work, or related field with coursework in social services.
- Two years of experience in the family social services or education setting, including knowledge and experience related to community resources.
- Specialized training/expertise in employment and/or education advancement.

Competencies: Knowledge and Ability

- Family and Social Services fields.
- Vocational and educational resources available and how to navigate them.
- Community resources available and where to find them.
- Principles, practices, and objectives of Head Start programs.
- Early childhood education and intervention are beneficial.
- Speak, read, and write English; bilingual in English/Spanish is helpful.
- Communicate, orally and in writing, with all levels of audiences.
- Manage time, stress, and constantly changing situations; prioritize a complex workload.
- Solve problems and make decisions in a constantly changing regulatory environment.
- Translate theory and professional training into practical solutions.
- Deal with sensitive family situations in a non-threatening and professional manner.
- Collect/analyze data and make accurate reports and recommendations.
- Work cooperatively and collaborate with parents, staff, and community partners.
- Work independently without intense supervision.
- Set and maintain professional boundaries with families.
- Use the computer – word processing, database, Internet and e-mail.
- Work varied working hours to accommodate the needs of the program

Work Environment / Physical Expectations:

- Lifts and/or moves up to 50 lbs.
- Kneels, stoops, bends, reaches, and sits on the floor to attend to children's needs.
- Sits, with frequent driving for home visits.
- Moves quickly to respond to children who are active and need redirection to protect their and others' safety.
- Uses manual dexterity, reaches with hands and arms, stretches, and talks or hears.
- Responds both physically and mentally to emergencies or crises.
- Experiences variability in temperature, environment, and noise.
- Experiences smells associated with toileting and children who are ill.
- Comes in contact with children who are ill and/or possibly contagious.
- Comes in contact with chemicals to clean and sanitize equipment and facility

Benefits & Employment Requirements:

- Comprehensive benefits package including medical, dental, vision, and retirement plans.
- Eleven paid holidays and time-off eligibility after a waiting period (sick/personal and vacation).
- Subject to a successful Level II criminal history background check
- Physical required every two years
- Drug-Free Workplace clearance
- Equal Opportunity Employer

Apply at <https://childrenfirst.org/careers/#jobs>