



**PLEASE POST**  
**Matrix Human Services**  
**EMPLOYMENT POSTING**

**OPENING:** December 9, 2009  
**CLOSING:** December 16, 2009

**Division:** Detroit Head Start Fatherhood Initiative  
**Position:** Fatherhood Training Specialist – Full Time (40 hours per week)

**GENERAL STATEMENT OF DUTIES:**

Work under the supervision of the Fatherhood Initiative Program Manager and collaboratively with the Male Involvement Specialists and Delegate staff. Duties include but are not limited to identifying and recruiting Head Start fathers, assessing the overall needs of fathers, and coordination of services and/or resources for employment, job readiness training, adult education and workshops to address the specific needs of fathers. Establish and maintain a system of support for continuous follow-up and result measurement.

**RESPONSIBILITIES:**

- Participate in meetings on behalf of the Fatherhood Initiative.
- Identify and recruit Head Start fathers.
- Work collaboratively with organizations and institutions to offer services required to achieve program objectives.
- Oversee activity/event planning and coordination.
- Build an effective rapport with Head Start Delegate staff.
- Prepare and submit various reports to the Program Manager for planning and managing.
- Research sources for additional funding to expand the program.

**QUALIFICATIONS:**

- Associates Degree
- Minimum of three years experience in the human service field.
- Experience conducting group training sessions or workshops.
- Valid driver's license and personal transportation.
- Must successfully pass a drug screen and criminal background check.
- Able to work 40 hours per week, some evenings and weekends required.
- Computer literate with Microsoft Outlook and Office applications.
- Excellent communication skills (verbal & written).

**RELATED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work productively in a group.
- Ability to lead a meeting.
- Ability to organize and facilitate training.
- Personal initiative to take the necessary steps to enhance job-related knowledge and skills.
- Ability to accept and successfully promote new approaches to accomplishing job related goals.
- Maintain an awareness of the most current research and best practices associated with the program.

*Equal Opportunity Employer*

**Please send resume to: Matrix Human Services, Human Resources Department**  
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