



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda  
Special Meeting @ 1 PM  
Thursday, June 30, 2016  
Colchester Town Hall**

1. Call to Order
2. Discussion and Possible Action on the 2 Generational Family Coach Agreement with TVCCA
3. Adjourn

RECEIVED  
COLCHESTER, CT  
2016 JUN 29 AM 10:19  
TOWN CLERK

2 Generation Pilot Project  
Provision of Services Agreement

This is a provision of services agreement ("Agreement") by and between the Town of Colchester, and Thames Valley Council for Community Action (TVCCA) ("the Agency"), of Jewett City, Connecticut 06351.

1. Description of Services

Beginning on the contract signature date through June 30, 2017 the Agency will provide the following services:

Provide an appropriately trained and experienced Family Coach to be assigned to perform services within the community, at Town Hall, and within the Colchester Public Schools for 29 hours each week. Services to be provided are those identified in the attached Family Coach Job Description. Additional background check by the Town of Colchester and/or Colchester Public Schools may be necessary.

Provide for administrative supervision of the Family Coach by the Assistant Director of Energy and Support Services at an average of 2 hours per week. Services to include connecting Family Coach with resources, overseeing the training of the Family Coach, administrative oversight, reporting, and ensuring Family Coach is providing services as described in the Family Coach Job Description.

Provide for the reimbursement of mileage for the Family Coach, purchase of a laptop to be used by the Family Coach in the office and on home visits, provision of a cell phone to be used for contact with clients, supervisors, and partners.

3. Payment to the Consultant

The Agency shall receive funding as defined in the attached budget; not to exceed \$54,900. Payment will be made monthly as services are rendered and only for hours worked with appropriate documentation submitted. Contract period is from date of signature to June 30, 2017.

4. Relationship of Parties

It is understood by the parties that the Family Coach and Assistant Director are employees of TVCCA and that as such are entitled to the rights and benefits of such. Neither Agency, nor any of Agency's employees, shall be entitled to any benefits accorded to Town of Colchester's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Agency shall be responsible for providing, at Agency's expense, and in Agency's name, unemployment, disability, worker's compensation and other insurance, as well as licenses and permits usual or necessary for conducting the Services.

The Family Coach will receive ongoing supervision from the Assistant Director of Energy and Support Services of TVCCA and the 2 Generation Pilot Project Coordinator for the

Town of Colchester.

#### 5. Injuries to the Family Coach or Assistant Director

The Agency acknowledges its obligation to obtain appropriate insurance coverage for the benefit of the Family Coach and the Assistant Director. The Agency, Family Coach and Assistant Director waives any rights to recovery from the Town of Colchester for any injuries that the TVCCA employees may sustain while performing services under this Agreement.

#### 6. Assignment

Selection of Family Coach or any replacement individuals will be conducted in partnership with relevant Town representatives. The Agency's obligations under this Agreement may not be assigned or transferred to any other person, firm or corporation without the prior written consent of the Town of Colchester.

#### 7. Confidentiality

The 2 Generation Project will develop, obtain, or have access to information that is of a confidential, sensitive, and/or proprietary nature and that may be protected by confidentiality or privacy laws. It is critical that such information be disseminated only in accordance with Federal and State law and professional codes of conduct and that Agency employees, consultants, interns, volunteers, and Board members (hereinafter referred to collectively as "Agency Staff") abide by laws and regulations that protect the privacy and confidentiality of the information. Agency Staff must understand that their employment and/or involvement is contingent on maintaining appropriate confidentiality of family information.

The confidentiality provisions of this Agreement shall remain in full force and effect after the termination of this Agreement.

#### 8. Return of Records and Equipment

Upon termination of this Agreement, the Agency shall deliver all records, notes, data, memorandum, models and equipment of any nature that are in the Agency's or employees' possession or under the Agency's or employees' control and that are the Town of Colchester's property or relate to the 2 Generation Pilot Project. This does *not* include a laptop computer and cell phone contract that is provided by the Agency as part of the attached budget; these items will remain property of TVCCA.

#### 9. Entire Agreement

This agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This agreement supersedes any prior written or oral agreements between the parties.

10. Amendment

This Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties.

11. Termination

This agreement may be terminated through the written request of either party providing a 60 day notice to terminate.

The Town of Colchester,  
By:

\_\_\_\_\_  
Arthur Shilosky  
First Selectman, Town of Colchester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deborah Monahan  
Executive Director, TVCCA

\_\_\_\_\_  
Date

Colchester Family Coach RFP

Employee	Rate	Rate-2	Hours	Weeks	Monthly Health	Salary	MIP	Salary	Total	FICA	SUI	Workers Health	EAP	Pension	Total Fringe	Total	
Family Liaison	21.00	21.00	29.00	52.20	750.00	31,790		31,790		2,432	1,634	896	6,750	100		11,812	43,602
Assistant Director	31.53	32.63	2.00	52.20	2.99	3,407	57	3,464		265	47	96	36	6	341	790	4,254
						35,197	57	35,254		2,697	1,681	992	6,786	106	341	12,602	47,856
																	47,856
																	900
																	1,305
																	720
																	4,119
																	54,900

Salaries & Benefits 47,856  
 Mileage 900  
 Supplies 1,305  
 Telecommunications 720  
 Administrative Overhead 4,119

## ***2 GENERATION PILOT PROJECT JOB DESCRIPTION***

### ***Family Coach***

#### **PURPOSE**

To develop opportunities for low-income families to attain economic stability by providing parent coaching and system navigation that will offer access to quality learning for the children, pathways to work for the parent and related support services.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES –**

- Recruit and encourage families to participate in the 2Gen Pilot Project
- Use a strengths-based approach to assess client's family needs in the areas of: early childhood education, adult education, workforce development, post-secondary education, housing, transportation, health-related, and other related support services
- Collaborate with families to guide them through the process of developing their "Family Plan" - a guiding document that will determine current status, plans for change, and track growth in the areas identified by families, that will support their journey to economic stability
- Develop and implement creative and enticing family programs that provide opportunities for building peer-to-peer support and social capital amongst families
- Provide information and referral services to all clients based on family plan and needs.
- Establish and facilitate communication plan, timeline and follow up schedule
- Follow up on all referrals and action steps as well as provide ongoing outcome-oriented support to families
- Provide or refer for crisis management services
- Participate in case reviews as well as frequent meetings with the 2 Generation Pilot Project Coordinator and the Colchester Social Services Program Coordinator
- Be knowledgeable about community resources and collaborate with state and local agencies and other community based supports that are involved with the family
- Perform related administrative duties, including documentation of case management activities and any other record keeping and administrative tasks required for reporting purposes
- Engage in community and public relations activities to promote the project and increase public awareness
- Create and role-model a respectful, courteous and professional work environment, addressing conflict and disagreement in a positive and respectful manner
- Establish and maintain cooperative and friendly working relationships with co-workers, other program staff and community contacts.
- Maintain a positive and supportive attitude toward families and partners.
- Adhere to a professional dress code; be clean, neat and well-groomed
- Travel may be required.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **CULTURAL COMPETENCE**

- Exhibit knowledge of the culturally and economically diverse client base while fostering a caring and understanding environment

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in social work or human services related field with at least 1 year of experience in workforce, health or social services case management
- Ability to motivate and encourage families through the development of strong interpersonal relationships. Training/experience using Motivational Interviewing techniques is desired.
- Able to demonstrate a history of the ability to work with minimal supervision in a mature manner.

## **CONFIDENTIALITY**

- Confidentiality of all personal information must be maintained at all times

## **LANGUAGE SKILLS**

- Ability to write reports, correspondence, and family plans
- Ability to effectively present information and respond to questions from groups of managers, clients, general public and funders

## **REASONING ABILITY**

- Ability to define problems, collect data, establish facts and draw valid conclusions
- The ability to think systemically is a plus

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- A valid drivers license and state mandated levels of auto liability insurance
- Family Development Credential a plus; or willingness to attend the training a must

## **OTHER SKILLS AND ABILITIES**

- Proficient with Microsoft Suite, Google products, Internet and e-mail

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb stairs, and talk or hear
- The employee may occasionally push/pull, lift and/or move up to 50 pounds with assistance

## **REPORTS TO**

- Colchester 2 Generation Pilot Project Coordinator and Assistant Director of Energy and Support Services of TVCCA

## **SUPERVISORY RESPONSIBILITIES**

- This job has no supervisory responsibilities

## **JOB SPECIFICS**

- Family Coach position is funded through the CT Two Generational Pilot program. The position is until June 30, 2017 or as long as funding is maintained.
- Position will be 29 hours per week.
- Flexible hours are required; some work may be evenings and weekends.
- Compensation is \$21 per hour.

➤ Introductory period is 8 weeks.