

POSITION DESCRIPTION

JOB TITLE:

Parent, Family & Community Engagement Manager

SALARY RANGE: 10

REPORTS DIRECTLY TO:

Head Start/Early Head Start Director

Work Station:

Negotiable

SUPERVISES: N/A

GENERAL DESCRIPTION:

To provide guidance and direction to the Family Advocate staff to ensure knowledge and service delivery in accordance with the Head Start Program Performance Standards (HSPPS). Partner with the Child Care Providers and Community Partners to assist in meeting the needs of the families/children enrolled in the program. To determine training and professional development needs of Family Advocates to enhance employee performance and to perform related work as required. Assists Program Director with Policy Council work and related duties.

SPECIFIC RESPONSIBILITIES:

1. Coordinates with other component managers to ensure service delivery for Parent, Family, & Community Engagement (PFCE) standards.
2. Participate in interview, selection and orientation of Family Advocate staff/new hires.
3. Lead on-going monitoring and evaluation of PFCE component effectiveness.
4. Responsible for achieving or exceeding the overall goals of the PFCE component.
5. Ensure that pre- and in-service training is provided to all appropriate staff.
6. Responsible for ensuring that the social service needs of the families of all children enrolled are assessed and that referrals and follow-ups are made to assure that families are receiving desired services. This responsibility includes developing and implementing a system for tracking all referrals made by program staff.
7. Responsible for procedures for developing and maintaining a current resource directory and making the directory available to staff and parents.
8. Establish procedures for the maintenance of required documentation concerning referrals and services provided to families. Prepare and submit reports as required.
9. Establishes and maintains effective working relationships between Program staff and human services organizations, agencies and individuals in the community.
10. Participate in component training and career development activities for component staff.
11. Attend and participate in Policy Council meetings and assist Director with meeting preparation, facilitation, record-keeping and reporting.
12. Assist with required training of Policy Council per HSPPS.

13. In partnership with other component managers, develop and maintain MOU's with other agencies in the community in accordance with Performance standard 1302.53 (b) (1).
14. Understand and implement practices that are in accordance with IDEA and FERPA, required by Performance standard 1303 Part C.
15. Reports on the progress of parent/family outcomes and the PFCE component, will to collect, aggregate and analyze data to ensure that strengths and weaknesses are identified; monthly, annually and as needed.
16. Responsible as the liaison linking services between CSBG and Head Start/Early Head Start (HS/EHS) and ensuring that all referrals are made and counted in agency data system(s).
17. Leads staff to implement chosen parent curriculum in accordance with HSPPS and curriculum fidelity.
18. Responsible for maintaining a high degree of professionalism.
19. Work cooperatively with administrative staff and other agency personnel.
20. Leads and implements onboarding process for new hires within component area.
21. Contribute to staff evaluations through sharing monitoring tools and compliance reports with Site Supervisors.
22. Participate in the public sharing of communication supporting HS/EHS by relating the purpose and goals of the program to parents, staff and the general community and undertaking other public information activities as assigned.
23. Understand responsibility of being a mandated reporter for Child Abuse and Neglect. Will follow the approved program policy and procedure to immediately report suspected abuse or neglect of any child.
24. Maintain confidentiality as required by program Performance Standards and agency policy.
25. Perform additional duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Possess a baccalaureate degree preferably related to social services, with training and experience in family services.
2. Knowledge of social service theory, methods and practices.
3. Knowledge of all social and health resources in the community
4. Demographic and geographic knowledge of the community.
5. Ability to develop and implement the social services component, standards and procedures as required in the OHS performance standards.
6. Ability to write clear and accurate reports.
7. Ability to train and develop component staff.
8. Obtain an initial medical exam and TB assessment within 30 days of employment. Complete a medical exam and TB assessment every five years following initial employment.
9. Pass background screen, child abuse/neglect screen, drug screen and be subject to random drug testing.

- 10. Ability to speak effectively in public.
- 11. Knowledge of the purpose, goals and objectives of the Head Start Program.
- 12. Ability to conduct oneself in a manner projecting a positive image to the program, staff, agency, parents and community.

I accept the duties and responsibilities as outlined in this position description. This position is exempt from the overtime provisions of the Fair Labor Standards Act.

Signature of Employee

Date

Signature of Supervisor

Date