

MountainHeart

Job Description

Job Title: Family and Community Engagement Specialist (Preschool Program)
Department: Head Start and Early Head Start
Reports To: Director
FLSA Status: Exempt
OSHA Category: Category 2

Summary: This position ensures staff is following guidelines; promotes community awareness of the program(s) and assist Director as needed.

Essential Duties and Responsibilities

- Carries out goals, policies, and activities designed to implement Subpart C - Family and Community Partnerships and Section 1305 – Eligibility Recruitment, Selection, Enrollment and Attendance to the revised performance standards exercising discretion and independent judgement with respect to all matters of this section including evaluating and comparing possible courses of action and making decisions or recommendations.
- With the assistance of the Director, carries out goals, policies, and activities designed to implement Section 1304.50 – Program Governance Family and Community Partnership Specialist.
- Conducts self-assessment of Subpart C, Section 1304.50, and Section 1305 of the revised Performance Standards annually updating and /or revising written plans in conjunction with parents, staff, Policy Council, and Board of Directors.
- Works with Policy Council, parent committees, and staff in developing and implementing the parent involvement and volunteer program while providing a planned program of experiences, activities, and training which support the parental role as the principle influence in their education and development.
- Oversees the development and distribution monthly newsletter with the assistance of staff, parents, and other specialist.
- Plans and conducts in-service training to all parents and staff, particularly in the identification of child abuse and neglect, and their reporting responsibility under WV Law.
- Assist Fiscal Office in obtaining the required non-federal matching share by compiling volunteer labor data and in-kind contributions.
- Develops a plan for parent education programs which is responsible to the needs expressed by parents.
- Ensures parent participation in the process of making decisions about the nature and operation of the program by providing technical assistance to members of policy making groups and providing s information regarding Appendix A of Section 1304.50 of the revised Performance Standards.
- Establishes effective procedures by which parents are enabled to influence the character of Head Start/Early Head Start parents and staff with local resources and program information, makes referrals, and arranges necessary transportation with appropriate follow-up being completed.
- Acts as liaison between community agencies and Head Start/Early Head Start program.
- Assists in scheduling and conducting Social Service and other service area advisory committee meetings.
- Identifies services needed or improvements needed by encouraging parents and staff to express their concerns of Head Start/Early Head Start families.
- Maintain up-to-date confidential records on all enrolled families including; A) Enrollment applications and all applicable information, B) Drop-out reports C) Social Service records including Family Partnership Agreements and documentation of follow-up referrals.
- In conjunction with other service specials and family service personnel, designs and provides assistance in developing and implementing Family Partnership Agreements for each enrolled family and in developing family service plan to document all identified needs, contacts made, and any action taken.
- Travel is required.
- Ability to communicate with families in a warm and caring manner.
- Other duties as assigned.

- Maintain confidentiality at all times.

Supervisory Responsibilities

This position does have supervisory duties.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Some computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills (effectively communicate with staff, parents, and community human services providers), and familiar with office equipment. Must have good recall memory, organizational and listening skills. Good interpersonal and communication skills, including the ability to work as part of a team.

Education and/or Experience:

Must have a bachelor's degree in Social Services, Human Relations or related field with one (1) year related work experience and licensed as a Social Worker in the State of West Virginia, First Aid and CPR as necessary per Performance Standards, OSHA training, food handler's permit, annual physical with TB testing among other State and Federal requirements. This position may require the individual to be bonded.

Must have valid West Virginia driver's license; clear criminal background and maltreatment/APS/CPS check.

Language Skills:

Ability to write report and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings.

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. The employee is frequently required to sit, reach, hear and talk. The employee may occasionally lift and/or move up to 50 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Employee Signature

Date