



Job Description

Job Title: Family and Community Engagement Specialist/Parents as Teachers Supervisor
Department: Head Start and Early Head Start, Parents as Teacher
Reports To: Director
FLSA Status: Exempt
OSHA Category: Category 2

Summary: Provides leadership, oversight, and vision for the HS/EHS/PAT programs. The supervisor's responsibilities include directing, coordination, supporting and evaluating the job performance of the PAT (Parents as Teachers) educators and HS/EHS Family Service Specialists.

Essential Duties and Responsibilities related to HS/EHS

- With the assistance of the Director, carries out goals, policies, and activities designed to implement the Head Start Program Performance Standards
- Annually update and/or revising procedures with parents, staff, Policy Council, and Board of Directors.
- Plan and conduct in-service training for staff, particularly in the identification of child abuse and neglect, and their reporting responsibility under WV Law along with director and managers.
- Oversees and provides training to staff to assist Fiscal Office in obtaining the required non-federal matching share by compiling volunteer labor data and in-kind contributions.
- Establishes effective procedures to maintain up-to-date confidential records on all enrolled families including the child tracking data system.
- Assist agency staff to develop a community assessment ensuring all Head Start performance requirements are included.
- Supervise and train family service staff

Essential Duties and Responsibilities related to PAT:

- Implement PAT Quality Standards, and affiliate policies and procedures.
- Supervise parent educators. (maintaining necessary documentation of the following activities)
 - Provide individual reflective supervision as required
 - Conduct staff meetings that cover administrative issues and provide opportunities for review of implementation data, case discussion, peer support and skill building as needed.
 - Observe parent educators in home and group connections, provide verbal and written feedback.
 - Facilitate parent educators' completion of an annual core-competencies self-assessment.

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- Complete an annual performance evaluation of each parent educator, including written professional development goals.
- Engage in quality assurance using PAT quality assurance tools.
- Maintain and monitor the budget for the PAT program.
- Complete the PAT Foundational and Model Implementation training before delivering the PAT model or supervising parent educators.

Dual responsibilities in both HS/EHS/PAT:

- Develop/maintain relationships and update Memorandums of Understanding with community organizations, along with a Resource Network Directory.
- Review employee's timesheets, travel, applicable leave forms, etc. and submit them to the Fiscal Office for processing.
- Complies and reports monthly, quarterly, and annual enrollment and data reports for all programs.
- Has a commitment to reflective supervision, data collection, and continuous quality improvement.
- Assist in recruiting, screening, interviewing, and recommending staff for Head Start, Early Head Start, and PAT.
- Ensure that staff obtain the required professional development.
- Be an active member on assigned planning committees.
- Provide orientation for new hires.
- Must be willing to travel out of the county as needed.
- Demonstrate leadership abilities.
- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.
- In county and out-of-county travel as required.

Supervisory Responsibilities

This position does have supervisory duties. Family Service Specialists and Parent Educators.

Competencies

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

- Quantity - Completes work in a 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.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

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Core Values

To perform this job successfully, you must adhere to the agencies core values:

- Empathy/Compassion
- Teamwork
- Equality
- Respect
- Inclusiveness
- Considerate
- Innovation
- Ethics
-

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:

Bachelor's degree in early childhood education, social work, health, psychology, or a related field (or equivalent degree outside the US) and 5 years' experience working with families and young children.

Must obtain a food handler's permit, be bondable, trained in First Aid and CPR and receive a physical exam every two years with an initial tine test. Other State and Federal regulations if applicable.

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

Must obtain Foundational and Model Implementation and complete all annually required training.

Language Skills:

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

- Prolonged periods standing and walking throughout the classroom.
- Must be able to lift up to 45 pounds at a time.
- Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children.

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Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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