



POSITION DESCRIPTION

<u>Job Title:</u>	Associate Director, Family & Community Engagement
<u>Job Status:</u>	Full-Time, Benefits Eligible
<u>FLSA Classification:</u>	Exempt
<u>Reports To:</u>	Senior Director of Early Childhood Programs
<u>Supervises:</u>	HS/EHS Family Service Specialists
<u>Open Date:</u>	10/15/2018

Position Summary

The Associate Director, Family & Community Engagement is responsible for helping to ensure that our program offers comprehensive services to families to support school readiness and family self-sufficiency program goals, as well as lead collaboration with community partners to offer resources and strategies to support the families and the organization. The Associate Director works with members of the Early Childhood Management Team to carry out the specific duties noted below.

Primary Responsibilities

Family Engagement & Community Services

- Implements program goals of self-sufficiency and school-readiness with families – includes principles that guide how we approach our work with families; areas to be emphasized in our work with all families; our approach to follow-up to ensure that families gain the support needed to make progress on their goals
- Participates in annual program planning activities and works with other members of the Early Childhood Management Team to provide input and perspective as annual program planning activities are implemented
- Prepares the Family Services and Community Partnership Plan on an annual basis
- Monitors program progress on engaging families to support school readiness goals
- Develops opportunities to bring families together to build community and support among themselves around their children (e.g., program activities that engage parents, strategies to involve fathers and other male role models)
- Designs, implements, and analyzes data from annual parent survey to inform program planning
- Ensures Family Service Specialists are tracking data on child attendance and absences on a weekly basis to inform family support and program analysis
- Reviews case notes, documentation, and assessment data; Ensures Family Service Specialists are entering required child data within 45 days of enrollment into COPA
- Ensure strong parent participation in Policy Council; assist with Policy Council elections, including nominations and ballots
- Ensure the program has current information on community resources that address the needs of families.

Supervision/Professional Development - Family Service Specialists

- Supervise Family Service Specialists - EHS/HS including timesheet and leave request approval
- Creates a plan for integrating new Family Service Specialist into the program; may include working with other management staff to design and implement program-specific orientations and trainings
- Conducts performance appraisals according to the Human Resources Policy and Procedures Manual timeline
- Ensures that Family Service Specialists receive the training required to record family contact information in designated data system (COPA)
- Ensures that Family Service Specialists capture all documents required for Head Start Performance Standard compliance within 45 days of a child's of enrollment in our program; ensures that Family Service Specialists are following procedures for protecting confidentiality of child/family data

- Identifies professional development needs of staff and provides input on the program's Annual Professional Development Plan
- Leads regular meeting of Family Service Specialists that address program-wide administrative matters and caseload updates
- Works with Mental Health Consultant responsible for conducting regular sessions that focus on case management and providing staff with the support needed to be effective in their work with families.

Administrative/Other

- Participates on the Early Childhood Management Team
- Provides monthly monitoring reports on family services compliance data
- Performs other duties as assigned by the Supervisor.

Required Qualifications

- Bachelor's Degree in Social Work or a related field
- Previous supervisory experience, with strong background in Head Start and Home Visiting or related Case Management services
- Current First Aid and CPR Certification
- Valid driver's license
- Demonstrated commitment to accountability, measuring outcomes, and a results-oriented culture and proven track record of collaboration with public agencies and private foundations
- Strong verbal communication and written communication skills
- Resourceful, creative, and excellent problem-solving skills
- Strong interpersonal, supervision, administration, and management skills
- Proficiency in Microsoft Office programs
- Sound judgment, professionalism, and a positive attitude
- Ability to work well as a member of a team
- Ability to handle and prioritize multiple tasks while maintaining attention to detail
- Ability to interact effectively with parents and staff from diverse cultural backgrounds
- Willing to comply with the American with Disabilities Act as it relates to performing employee tasks.

Preferred Qualifications

- Master's Degree in Social Work or in a related field with a special emphasis on working with adults.