

FAMILY AND COMMUNITY ENGAGEMENT COORDINATOR

POSITION SUMMARY:

Responsible for all federal requirements in the area of Family, Parent and Community Engagement and the supervision of Family Partnership Process and Parent Involvement for families. Family and Community Engagement focuses on parent involvement, including male involvement activities, family support services, case management, transition services and partnerships with community agencies. Leads outcomes and accountability, including supervision of Family Service Associate and Parent Involvement Staff, services, and programming.

Essential Functions:

- A. Responsible for oversight and monitoring of all Family/Parent and Community Engagement services, including Parent Involvement and Governance .
- B. Ensures on-going monitoring, tracking, follow-up and analysis of Family/Parent and Community Engagement Services , including Governance.
- C. Maintains record keeping and reporting systems, including service area plan, schedules, timelines, policies and procedures for Family/Parent and Community Engagement Services , including Governance in accordance with Head Start Performance Standards and applicable laws and regulations.
- D. Manages Parent Involvement activities including implementing a program for fathers and the assurance that parent site activities occur throughout the agency. Supervise the process of shared decision making through the implementation of the Governance protocol and requirements.
- E. Plan, develop and administer the agency's Family/Parent and Community Engagement area, ensuring an integrated and comprehensive system of services for children and families.
- F. Responsible for staffing, supervision, performance evaluation, scheduling, job descriptions, staff development. Ongoing training and conducting staff meetings.
- G. Design and participate in an annual community assessment and ongoing monitoring plan.
- H. Prepare and update annual Family and Community Partnerships written plan consistent with Head Start Regulations.
- I. Works on policies and procedures for Parent and Family Community Engagement.
- J. Ensures coordination of communication with staff, parents, program
- K. Plan and develop an effective communication system among program management, staff, parent's consultants and community to enhance services to children and families.
- L. Creates PIPs for Family/Parent Community Engagement and Governance when findings are discovered through internal and external monitoring of the department (LACOE, State Preschool, agency self-assessment)
- M. Responds to all Head Start and/or State preschool correspondence that pertains to Parent/ Family and Community Engagement, including items on the Governing Body (Policy Committee).
- N. Responsible to compile and submit monthly Program Information reports Family/Parent Community Engagement Activities and Governance.
- O. Uses agency's data base system to pull reports, as a tool for monitoring service delivery to families.
- P. Provides monthly report to the AD of Health Services and Safety Administration on monitoring activities of the department, both successes and challenges faced and steps for improving deficiencies.
- Q. Supervises Parent Involvement Coordinator and staff and Family Service Associates in developing partners with parents, engaging the community and ERSEA requirements. Prepares and presents performance appraisals and professional development plans in a timely manner. Takes corrective action as needed.
- R. Ensures a system of shared decision making: the governing body, policy committee, and agency management staff, integrating the entire set of Head Start Performance Standards, as each applies.

- S. Develop ongoing monitoring protocols to ensure compliance with Family/ Parent and Community Engagement Framework, including the Governance area.
- T. Support site level Policy Committee representatives in their role and encourage acquisition of leadership roles within the program and community.
- U. Attend Policy Committee meetings either monthly or on a rotating basis.
- V. Provide guidance and support for site level Parent Committee projects and activities
- W. Update Parent Resource Directory and Parent Handbook annually.
- X. Work with FSA in developing and implementing family goal setting/partnerships process
- Y. Audits FSA files for accuracy and completeness and compares to entries in the data base system.
- Z. Provide on-going monitoring and supervision to the FSAs to ensure Head Start and state preschool requirements are being met.
- AA. Coordinates activities of and supervises FSAs. This includes establishing work schedules, assigning sites, providing feedback on performance and developing corrective actions as needed.
- BB. Develop, implement and maintain partnership agreements with the local community.
- CC. Acts as a resource to the FSAs through, individual and group conferences in analyzing case problems.
- DD. Coordinates family service area activities with other component specialists, such as ERSEA Coordinator, Child Development Supervisors, Health Coordinator, Mental Health Consultants, Teachers and Parent Involvement Coordinator.
- EE. On an annual basis or as needed, establishes/develops and maintains contacts with community service agencies to advocate for the provision of services to the Head Start families (i.e., health clinics, physicians, mental health providers, nutrition services, disabilities services, child protective services, family preservation and support services, local elementary schools, libraries and child care providers).
- FF. Maintains MOUs with community agencies on an annual basis to ensure services and resources are available to the families.
- GG. Works with the ERSEA Coordinator to analyze community assessment information and facilitates planning efforts to determine design options, recruitment efforts and enrollment guidelines for Head Start.
- HH. Provides input to the ERSEA Coordinator and solutions to develop and or revise ERSEA systems, policies and procedures.
- II. During the summer months assists the ERSEA Coordinator by reviewing applications and completed enrollment files for accuracy, eligibility and documentation .
- JJ. Assists ERSEA Coordinator during the summer months with the delegate agency's staff in the recruitment, screening and enrollment of eligible children in the program.
- KK. Works with the Health Coordinator to ensure that FSAs are able to obtain all the necessary documents and meet timelines as it pertains to the health department. Obtain all the health requirements from all the families, as set forth by the Head Start and State Preschool requirements.
- LL. Provides follow-up with the FSAs when the areas of Health and ERSEA are out of compliance.
- MM. Participate in the Community Health Advisory Group meetings
- NN. Participates in the Agency's Multi-Disciplinary team.
- OO. Participates in the Agency's Health Advisory Committee by providing feedback on demographics and trends occurring in the community, which will assist the committee to plan effectively to meet the needs of the community
- PP. Assists with the development of the School Readiness Plan with key management staff.
- QQ. Is a Key Member of the SCAN Team

- RR. Conducts training to FSA's on FCP related topics, including use of Child Plus, LACOE FCP forms and understanding of LACOE FCP GIMS/Manual.
- SS. Participates in hiring process of Family Service Associate (FSA) Parent Involvement Staff in accordance with agency's policies and procedures.
- TT. .Attends in-service training and conferences for managers of Family/Parent Community Engagement, as required by the delegate agency or Grantee.
- UU. Assists in planning and preparing special events or activities.
- VV. Ensures effective transition planning for children and families.
- WW. Maintains confidentiality in accordance with Agency policy and legal requirements.
- XX. Attends trainings and meetings, as scheduled and/or assigned.
- YY. Perform special projects and/or other related duties as assigned.

QUALIFICATIONS:

Education:

- Bachelor's or advanced degree in social work, human development, family services, or a related field. Advanced degree preferred.
- Complete the Leadership series component of the Family Development Credential (with the exception of staff with an advanced degree in behavioral science (social work, sociology, psychology, human development, family services or related field)

EXPERIENCE:

- Expertise and education in social, human, or family services and three years experience serving families and children.
- Five years experience in a social service agency, one (3) year of which must have been in an administrative supervisory capacity.

KNOWLEDGE AND SKILLS:

- Ability to assess and monitor job performance of staff, in order to determine training needs and capabilities of staff.
- Ability to effectively communicate with community members and groups, managers, regulatory agencies, and families both individually and in group settings.
- Ability to supervise and manage staff effectively with the guidelines of the agency's Head Start policies and mandates.
- Ability to work as a positive team member.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to prioritize demands in order to meet requirements and timelines.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.
- Ability to meet physical requirements of the position per attached Physical Demand Analysis, with or without reasonable accommodation.

Licenses/Permits/Certifications:

- None

SUPERVISION:

- Supervised by the Assistant Director of Health Services and Safety Administration for organizational guidance, performance evaluation, and professional development planning.
- Supervises the corporation's Family Service Associate.

Relationships:

- Board of Directors and Policy Committee
- Administrative and Program Staff
- Government Agencies and Community Organizations
- Funding Entities include CDE/State Preschool/CACFP and LACOE Head Start
- Vendors/Contractors
- Public/Parents

REQUIREMENTS:

Prior to hire, the following must be assured:

- Clear criminal record with the Department of Justice following a fingerprint screening;
- Completed and signed statement of any pending and prior criminal arrests/charges/convictions related to child sexual abuse, child abuse and neglect, and/or violent felonies;
- Successful completion of an initial health examination, performed by or under the supervision of a physician, to determine, at a minimum, if the prospective employee can perform the duties outlined in the position description;
- Proof of the absence of Tuberculosis, from a physician, to show that the prospective employee is cleared to work with children and families;
- Use of an automobile with proper insurance coverage and valid California driver's license.

SUBMIT VIA EMAIL ITEMS 1 & 2 at HR@foundationheadstart.org:

1.) RESUME**2.) EMPLOYMENT APPLICATION (SEE WEBSITE FOR EMPLOYMENT APPLICATION AT WWW.FOUNDATIONHEADSTART.ORG)**

ONLY THOSE QUALIFIED AND SUBMITTING ITEMS 1 & 2 WILL BE CONSIDERED

PLEASE NO PHONE CALLS.

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We are committed to Diversity as an Equal Opportunity Employer.*