

POSITION SPECIFICATION

POSITION TITLE: Family & Community Engagement Coordinator
POSITION CLASSIFICATION: Exempt Employee
SALARY RANGE: \$18.00 – \$19.01 per hour

QUALIFICATIONS:

Bachelor's/Associate degree in Human Services or meet FDC (Family Development Credential) or SSCBT (Social Service Competency Based Training) training requirements. Administrative and supervisory experience is preferred. Head Start experience and computer knowledge are preferred. Clearance from New York State Central Registry of Child Abuse and Maltreatment and New York State Criminal Background check is required as well as a pre-employment physical and Tuberculin screening and every two years thereafter. Possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. Must be able to balance and prioritize workload and have strong management skills. Be fluent in English, both verbally and written.

POSITION SUMMARY:

It is essential that an individual must be able to relate to the problems that typify Head Start families and have knowledge of and interest in needs that are specific to economically disadvantaged families. Must be able to identify and mobilize available community resources and have the ability to communicate and function with various staff, parents, professionals, para-professionals and community groups. Work as a member of the team to provide quality services to the children and families enrolled in the program. Supervise Family Advocates and assist in the implementation of the Head Start Performance Standards. Act as a resource person for planning and presentation. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

SUPERVISION:

The Family & Community Engagement Coordinator is directly responsible to the Head Start Assistant Director & Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Assist the Home Based/ERSEA Coordinator to plan and implement a system for ERSEA, including training and ensuring appropriate parent engagement in the process.
 - a. Train and monitor established ERSEA procedures.
 - b. Maintain full enrollment and an appropriate waiting list.
3. Support the recruitment of Policy Council members from the Center and Home Based options in appropriate proportions based on enrollment.
 - a. Plan, facilitate, and conduct Policy Council training for new members and staff.
4. Promote and support the Program's School Readiness Goals and the Parent, Family, and Community Engagement (PFCE) goals. Collaborate with community/ regional organizations to access training resources and enhance staff development.

5. Monitor compliance of the Parent Involvement work guide with the Performance Standards.
6. Supervise Family Advocates, provide guidance in formulating family goal setting and the development of parent education programs inclusive of Community Involvement.
 - a. Coordinate, supervise, and assist in referrals, emergency assistance or crisis intervention for Head Start families.
7. Provide the Head Start Director with regular accurate monthly reports for Parent and Community Engagement, Parent Training, CSBG-related reports, etc.
 - a. Track, monitor, and submit monthly reports.
 - b. Ensure volunteer hours and in-kind contributions within the Family Services area are compiled and reported monthly.
8. Fulfill role as mandated reporter as stated in the St. Lawrence County Child Abuse and Neglect Policy.
9. Monitor enrollment and wait lists to ensure accuracy and full enrollment.
10. Oversee Program Governance and orientation to the Performance Standards.

GENERAL RESPONSIBILITIES:

1. Assist Family Advocates in assessing their training needs and goals and help develop the yearly planning training plan.
2. Review staff training tracking forms two times per year to ensure all NYS OCFS-mandated training requirements are met.
3. Update Parent & Community Involvement Guide annually.
4. Attend appropriate meetings and training: onsite, cluster, state-wide, or regional, including out-of-county/overnight training, and evening parent activities, et al.
5. Ensure ongoing communication between parents and the program through a variety of means.
 - a. Coordinate parent orientation and parent activities within the Center Based program option.

This job description is not intended to be all-inclusive. The Family & Community Engagement Coordinator will perform other reasonably related business tasks/duties as assigned by the Assistant Director, Director, and/or as assigned in the Program’s Integrated Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Staff Signature

Date

Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023