

JOB DESCRIPTION
Family & Community Engagement Specialist

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| 1. LIFT Community Action Agency, Inc. | 2. Program: HS/EHS/EHS-CC |
| 3. Reports To: Assistant Director | 4. Title: Family & Community Engagement Specialist |
| 5. Grade: Seven | 6. Date: July 2024 |
| 7. Approved By: Rebecca Porter,
Executive Director | 8. Status: Non-Exempt |



JOB SUMMARY:

The Head Start/Early Head Start/Early Head Start-Child Care (HS/EHS/EHS-CC) Family and Community Engagement Specialist is responsible for the coordination and supervision of all phases of the social services and child abuse programs and development of resources to meet the needs of Head Start families, in accordance with HS/EHS/EHS-CC Star performance standards. This is a safety sensitive position.

ON THE JOB SKILL REQUIREMENTS:

Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a strong desire to succeed and be able to cope well with stress.

ENVIRONMENTAL FACTORS/WORKING CONDITIONS:

Enclosed facility, classroom and office environment; floors may be vinyl tile or carpeted; may come into contact with childhood diseases and blood on occasion; occasional home visits are conducted in family homes.

DUTIES AND RESPONSIBILITIES:

1. Carry out agency policies, goals, and activities designed to implement social services and child abuse objectives and performance standards.
2. Maintain and update Family and Community Engagement, Child Abuse, and Confidentiality Component plans in conjunction with the Policy Council, Social Service Advisory Committee, parents and other center staff.
3. Conduct a Head Start Community Assessment once every three years. Update the Head Start Community Assessment in each of the two years following completion.
4. Develop and implement recruitment, screening, and enrollment procedures in accordance with performance standards. Direct appropriate staff in the implementation of these policies.
5. Develop/update the Tri-County Resource Manual for distribution throughout Head Start centers and various professional agencies.

6. Establish procedures for referrals and emergency crisis situations. Coordinate all social service referrals and follow-ups.
7. Coordinate with other component staff to ensure continuity of services provided to children and families.
8. Train staff in the identification of child abuse/neglect and their responsibility under applicable local, state and federal laws. Conduct Center Parent Meetings as requested by center staff. Conduct In-Service and other trainings when necessary.
9. Recruit members, coordinate and conduct the Family and Community Engagement Advisory Committee meetings. Meet with Committee as needed to review, revise and/or update the Family and Community Engagement Component Plan as appropriate.
10. Work with other social service agencies, councils, and/or committees to identify and serve the needs of Head Start families.
11. Prepare social service reports as necessary for program operations and assist with appropriate portions of the annual PIR Report.
12. Assist in preparing and assembling materials for children's and teacher's folders annually.
13. Conduct in-depth Head Start center visits and folder reviews twice per year to provide staff support and ensure proper documentation of children's folders and center records as well as compliance within the social service component. Conduct Early Head Start center visits and folder checks quarterly.
14. Attend Governing Board, Policy Council and other community meetings as necessary.
15. Act as community liaison between HS/EHS/EHS-CC and the public. Assist with Community Assessment, contribute to agency newsletter and assist in development of Resource Manual.
16. Assist Non-English-speaking families.
17. Provide all information requested for program documentation in a timely manner.
18. Oversee assigned staff at designated centers. Complete Performance Review for assigned staff. Assist other staff with projects as requested. Perform other duties as assigned and reasonably within scope of duties listed above.
19. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
20. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
21. Keep all assigned records accurate and current as appropriate. Keep all records and family information confidential.
22. Continue professional growth by participating in classes, training programs, workshops and conferences as the budget allows. Attend and participate in staff meetings, in-service training, parent meetings and any other training, meetings or workshops as deemed necessary by the HS/EHS/EHS-CC Director or Executive Director.
23. Become knowledgeable and maintain an understanding and support the philosophies, theories and the mission of HS/EHS/EHS-CC and LIFT community Action Agency, Inc.
24. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Family & Community Engagement Specialist reports directly to the Assistant Director.

24. The listed job functions, duties and responsibilities do not necessarily include all activities that the incumbent may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

SUPERVISORY RELATIONSHIP:

The Family & Community Engagement Specialist reports directly to the Assistant Director. Exercising collaborative supervision of the Assistant FCE/Disability Specialist and direct supervision over assigned center staff.

EDUCATIONAL AND OTHER QUALIFICATIONS:

1. A Bachelor's Degree in Sociology, Psychology, or related field or any equivalent combination of education, training, and experience in the social service field.
2. Must have reliable transportation and valid Driver's License.
3. Obtain required criminal record check clearance prior to hire and during employment as required. Must not have pending charges, entered a plea of guilty or nolo contendere, or been convicted of: any criminal activity involving violence against a person; child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; or an act of gross irresponsibility or disregard for the safety of others or a pattern of criminal activity; or required to register pursuant to the Sex Offender Registration Act or any person required to register under the Mary Rippey Violent Crime Offenders Registration Act
4. Must provide documentation of physical health examination; obtain an annual health exam, and TB screening.
5. Possess an understanding of the needs of low-income families and an appreciation for the role of the parents as primary educators of their children.
6. Must have a sincere interest in human needs and the ability to cope with problems encountered and assist with the development of self-sufficiency for Head Start families.
7. Must remain non-judgmental in sensitive areas involving values, attitudes, and behavior.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Constantly must be able to sit/stand in a stationary position 50% of the time.
2. Frequently must be able to move about inside the office to access file cabinets, office machinery, etc.
3. Frequently must operate a computer and other office productive machinery, such as a calculator, copy machine, and computer printer.
4. Frequently must communicate with staff and others who have inquiries about the program. Must be able to exchange accurate information in these situations.
5. Occasionally must move/carry items weighing up to 30 pounds or more.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent

the essential functions of the job, which the employee must be able to perform either with or without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

Employee Signature

Date

Employee Name (Printed)