Inter-County Community Council
Head Start Department
Position Description

Position Title: Family Engagement / ERSEA Coordinator

Reports to: Head Start Director
Supervises: Home Visitor
Schedule: Full Time: 40 hours/week: Monday – Friday, 8:00 AM – 4:30 PM
Location: Oklee Office
Classification: Non-Exempt
Pay Range: Grade 08

Summary

To ensure effective partnerships with parents and provide oversight of in-home instruction as well as group socialization experiences to parents and children. Responsible for the complete and accurate collection, entry, reporting and maintenance of data, records and reports related to the application, eligibility, recruitment, selection, enrollment and attendance (ERSEA) of children and families of the program. Provide supervisory oversight and support to assigned staff.

Duties and Responsibilities/Essential Functions

- Provide support for achievement of ICCC Head Start's school readiness goals for enrolled children.
- Develop and implement targeted recruitment strategies. Plan, monitor and provide support to staff on all program recruitment efforts. Attend community events and activities to recruit new families.
- Oversee all activities related to the processing of applications. Accurately collect, verify and maintain documentation from families in order to confirm eligibility. Maintain active waitlist.
- Track enrollment changes, withdrawals and transitions (EHS to HSP) to understand and identify recruitment gaps and needs.
- Participate in the program's selection and placement meetings using enrollment criteria established by the program.
- Monitor, prepare, compare and distribute reports on attendance ensuring to meet the required attendance levels.
- Implement strategies and support for direct service staff to engage parents in their children's learning and development and support parent-child relationships, including specific strategies for father engagement. Recognize parents as their children's primary teachers and nurturers.
- Assist staff in developing relationships with parents, structuring services to encourage trust and respectful ongoing two-way communication between staff and parents to create welcoming program environments that incorporate the unique cultural, ethnic and linguistic backgrounds of families in the program.
- Provide staff support for mental health services for children and families, make referrals / follow up on needed mental health treatment services for enrolled children. Maintain communication with mental health consultants for contracted services.
- Monitor and ensure staff are providing evidence-based parent education curriculum, provide training as necessary to staff on utilization of the curriculum. Assist in selecting curriculum.
- Establish and assist direct service staff in implementing a family partnership agreement process that is jointly developed and shared with parents in which staff and families review individual progress, revise goals, evaluate and track whether identified needs and goals are met, and adjust strategies on an ongoing basis.
- Collaborate with management team to ensure all family service / mental health needs of participants are being met, assign staff and resources based on the urgency and intensity of identified family needs and goals.
- Identifies community partners to pro-actively support families impacted by mental health concerns, domestic violence, substance abuse, child abuse and other high risk circumstances that could act as barriers to healthy child development.
- Provide training to staff on the Parent Family Community Engagement framework, parent education, family goals/outcomes, home visiting, and family events / socializations.
- Provide supervision of assigned staff. Monitor timesheets, approve leave requests, identify areas for performance improvement, provide support as needed.
- Submit monthly reports for Policy Council, Board of Directors, and other agencies as necessary.
- Communicate frequently with other staff; promote teambuilding within the HS management and agency teams; host team meetings; assist staff with duties, as needed.
- Develop a comprehensive understanding and follow the Federal Head Start Program Performance Standards; MN state licensing guidelines; department policies and procedures, including the Code of Ethical Conduct; and any other rules and regulations of the program.
- Prioritize and plan work activities and use time efficiently and effectively.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations.

- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding source, outside agencies, etc. to fulfill job/project(s) requirements.
- Perform all other duties as assigned by Supervisor and/or Executive Director**.**

Education and Experience

- Bachelor's Degree (BA/BS) in social services, human services, family services, counseling, or related degree.
- Preference for knowledge and experience in child development, education, health, nutrition, safety, family dynamics and supervisory, typically gained by at least one year of relevant work experience.
- Have, or complete within 18 months of employment, a Family Service Credential certification.
- Intermediate to advanced computer skills, including internet and e-mail. Experience in maintaining detailed records on a computer system and handwritten documents.

Key Competencies

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are reprehensive of the knowledge, skill and/or ability required:

- Reliable, regular attendance.
- Must have flexible schedule to accommodate family needs for program services, supporting staff in conducting their tasks, includes some evening or weekend hours.
- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines. Frequent significant decision and problem solving abilities. Ability to respond appropriately to an emergency or crisis situation.
- Ability to supervise and monitor children when necessary to ensure a safe environment. This includes the physical ability to monitor and move quickly in order to respond to children for safety.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family, and community.
- Ability to maintain the integrity of confidential employment, client and business information.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your language, following ICCC Code of Conduct.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Good communication skills; verbal and written, technical and non-technical.
- Pass a criminal background check prior to hire date.
- Ability to drive for program purposes. Travel to various locations for training and networking opportunities, occasional overnight stay(s) will be required. Proof of a valid driver's license and current vehicle insurance coverage.
- Must have satisfactory completion of a physical exam and health screening as required by HSPPS.

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this Job, the employee is occasionally required to:

- Regular walking, standing, kneeling, bending, sitting on the floor, and sitting at a desk.
- May occasionally need to provide supervision to children that may include classroom, family event, and/or playground supervision.
- Frequently lift and/or move up to 10 pounds. Occasional lifting up to 40 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
- Specific hearing abilities required by this job include the ability to hear co-workers when working on team projects or at meetings.

Work Environment

Employee will be located in an office as a member of a team. An office or desk space will be provided for paperwork and planning. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

_____ ____/____/____

Signature Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

_____ ____/____/____

Signature Date