

# ENRICHMENT SERVICES PROGRAM, INC.

## JOB DESCRIPTION

**POSITION TITLE:** Parent Family and Community Engagement Specialist

**DEPARTMENT:** Early Childhood & Family Services

**CLASSIFICATION:** Exempt

**REPORT TO:** PARENT, FAMILY, AND COMMUNITY ENGAGEMENT MANAGER

### **JOB SUMMARY:**

Responsible to the Parent, Family, and Family Engagement Manager to support the provisions of services outlined in the Performance Standards. Plan and implement training for Head Start Parents. Provide training and technical assistance to Family Services staff. Monitor and evaluate service delivery, develop strategies that will result in improvements in the services provided; and to accomplish the goals and objectives established by the Enrichment Services Program, Inc. Head Start/Early Head Start in the area of family services. This is an exempt profession position.

### **QUALIFICATIONS:**

**Education-** Completion of a Bachelor's degree in social services or related field.

**Experience-** Minimum of three years volunteer or work experience with children and low-income families required. Volunteer or work experience in a childcare setting or in a community, public or private social service agency preferred.

**Knowledge, Skills, Abilities-** Basic Knowledge of the Head Start Performance Standards. Must be skilled in planning and organizing; working collaboratively and cooperatively with community organizations and individuals from a variety of backgrounds; sound judgment, excellent oral and written communication required.

### **DUTIES AND RESPONSIBILITIES-** Family Services

- Assist in developing Parent Family and Community Engagement operational plans.
- Assist in designing plans to provide for the enrollment of eligible children.
- Assist in developing referral plans including follow-up and counseling to assure delivery of needed services.
- Monitor a sample of the social service folders at each Center monthly.
- Provide training and technical assistance.
- Responsible for social services including parent engagement and the development and implementation of strategies that will result in the improvement of these services.
- Responsible for participating in the development of plans for social services and facilitation of the implementation of these plans.
- Responsible for preparation of regular reports to the Parent, Family, and Family Engagement Manager on the progress of the objectives for the social service area and the submission of these reports as required by the Parent, Family, and Family Engagement Manager.
- Assist/conduct orientation and training of new staff.

- Assist with facilitation of Pre-Service and In-Service.
- Provide technical assistance as requested.
- Order supplies as needed.
- Assist in developing plans for identifying and reporting suspected cases of child abuse/neglect.
- Perform additional duties as directed by the Parent, Family, and Family Engagement Manager.
- Secure MOU's, Agreements, and or Contracts with Community partners as needed.
- Attend community meetings/functions on a monthly bases/as needed.
- Ensure Performance Standards and Enrichments Services policies and procedures are followed daily.
- Develop policies and procedures for areas of expertise as needed.
- Attend out of town travel as a part of this position.

### **– Parent Training/Collaboration**

- Develop annual plans for Parent Training for each Head Start Center for each month center is providing services to children.
- Collaborate with community organizations to plan and organize Parent Training at the Center level.
- Assess training needs and develop training designed for Parent Engagement for Head Start/early Head Start parents for each Center.
- Provide training to parents based on training needs assessment.
- Attend Parent trainings/meetings.
- Assess training needs and develop training for staff in the area of Parent Engagement.
- Submit Parent Engagement Reports and documentation of training provided to Parent, Family, and Family Engagement Manager.
- Ensure Parent Training is in accordance with Performance Standards.
- Monitor Parent Engagement at the Center level.
- Assure that Parent Engagement activities are being met by implementing the monitoring process.
- Work collaboratively with Center Managers and Parents to ensure Parent Funds are used for Parent Activities in accordance with Performance Standards.
- Assist in the training of the Policy Council.
- Perform additional duties as directed by the Parent, Family, and Family Engagement Manager.

### **-Personal/Professional Development**

- Serve as an advocate for Enrichment Services Program, Inc. Head Start.
- Attend training and conferences as required to perform job duties.
- Attend and participate in service delivery staff meetings.
- Participate in Pre-Service and In-Service training and staff development opportunities.
- Participate in program and individual staff improvement activities.
- Responsible for soliciting In-kind.
- Responsible for monitoring compliance in all areas as designated by the Monitoring System.
- Responsible for root cause analysis and the development of strategies to correct the areas of non-compliance.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to walk, sit, use hands and fingers; reach with hands and arms; talk or hear. The employee is also required to stand, climb, balance, stoop, kneel or crouch. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be required to lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to focus.

**Essential Physical Functions:**

Incumbent is regularly required to walk, sit, and use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Occasionally required to stand, climb, balance, and stoop, kneel, crouch or crawl.

Regularly lift and/or move up to ten (10) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Equipment Used:**

Office equipment such as P.C., telephone system, calculators, fax machines and copy machines.

Acknowledged by \_\_\_\_\_ Date

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*