

ORGANIZED COMMUNITY ACTION PROGRAM, INC. HEAD START & EARLY HEAD START

FAMILY & COMMUNITY ENGAGEMENT COORDINATOR

Supervisor: Head Start Early Head Start Director

Status: Exempt

Terms of Employment: Regular Full-Time

Job Goal: To supervise and provide direction for the Family & Community Partnerships Components for sustainability of family and community strengthening.

Essential Responsibilities:

1. Responsible for oversight and monitoring of all Family/Parent and Community Engagement services, including Parent Involvement and Governance.
2. Ensures on-going monitoring, tracking follow-up and analysis of Family/Parent and Community Engagement Services.
 - a. Audits children's files for accuracy and completeness onsite and compares to electronic files in Child Plus. (specifically, Family Services tab)
3. Monitor compliance of Family and Community Partnerships work plans within the Head Start Plans with the performance Standards.
4. Maintains policies and procedures for Family/Parent and Community Engagement services.
5. Maintain a system for making social services referrals and act as a liaison between OCAP Head Start/ Early Head Start and the community.
 - a. Ensure Community Partnerships/MOUs are completed annually to ensure services and resources are available to enrolled families.
 - b. Orient and provide training to staff and community partners on family strengthening.
 - c. Ensure that community resource directories are updated annually.
 - d. Ensure that there is a written policy with procedures for responding to emergency and crisis situations.
 - e. Assist Family Service Specialist in implementation strategies for family and community strengthening.
 - f. Work with staff and community partners to ensure that families identified as high-risk access needed services and develop needed support systems.
6. Direct the planning and implementation of parent education and parent support groups for Organized Community Action Program, Inc. Head Start/ Early Head Start.
 - a. Ensure a parent education/support group plan is developed and implemented.
 - b. Ensure that available curriculum material for parent education/support groups meet the needs of program families.
 - c. Ensure the development of support group linkages with community agencies.
 - d. Develop linkages to community partners in facilitating parent education programs.

- e. Ensure Head Start/ Early Head Start Performance Standards are implemented and performed at each center.
- 7. Plan, coordinate, and supervise the Parent Involvement Program.
 - a. Develop strategies for involving parents in all components of the program, with particular emphasis on involving males/fathers.
 - b. Conduct Parent Trainings for all Head Start Centers.
- 8. Develop and coordinate ongoing processes related to community development and community leadership activities.
 - a. Ensure training for Head Start/ Early Head Start families and other community residents is provided in each community in English and Spanish.
 - b. Assist Family Service Specialists in establishing and maintaining of one or more stable community/neighborhood coalitions in order to increase community advocacy by identifying issues, implementing plans of actions, and evaluating progress.
- 9. Ensures each center has an established Parent Committee and provides ongoing support.
- 10. Attends center Parent Committee monthly meetings.
- 11. Ensure Policy Council is properly seated and trained on roles and responsibilities as it relates to the Head Start Performance Standards.
- 12. Operations
 - a. Ensure that all area programs meet or exceed program standards by conducting weekly monitoring.
 - b. Provide information for the completion of PIR.
 - c. Help with recruiting and taking applications.
- 13. Record keeping and reporting
 - a. Complete a monthly report for the Head Start Director.
 - b. Develop and coordinate Parent, Family, and Community Engagement Framework plans and goals. Ensure goals are implemented and monitored on a regular basis. Report monitoring findings to site-based manager and administrative staff. Continue with ongoing training of the framework and report information to Policy Council and Board of Directors.
- 14. Provides input on Family Service Specialists performance appraisals.
- 15. Coordinates family service parent activities with other component managers and specialists.
- 16. Coordinates with the ERSEA Manager for agency outreach and recruitment activities within the community throughout the year.
- 17. Ensures effective transition planning for children and families.
- 18. Provides input the agency's School Readiness Plan and attends scheduled School Readiness Team meetings.

Qualifications:

- 1. BS degree in a field related to Social, Human, or Family Services with a minimum of two (2) years experience in Management/Supervision and Social Services. MSW/LCSW or Masters in Counseling/Psychology preferred.
- 2. Current physical examination and TB screen documentation upon hire.
- 3. Adequate means of transportation.
- 4. Head Start experience (preferred).

5. Community service experience (preferred).
6. Ability to coordinate and/or conduct training sessions (preferred).
7. Administrative/Supervisory experience.

General Staff Responsibilities:

1. Participate in bi-weekly Administrative Head Start staff meetings, conferences, training sessions, and workshops.
2. Demonstrate familiarity with employment policies, performance standards, work plan, and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, and families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Be present at work in order to provide consistency of services.
10. Be a contributory team member in a positive/productive manner.
11. Demonstrate commitment to mission, values, and policies in the performance of daily duties.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone, letters, in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
5. Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements.
6. Instruct, lead, train, and facilitate others in a group setting.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to stand and climb or balance.

The employee must regularly lift and/or move up to 10lbs., frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Non-Discrimination Policy:

It is the Policy of this Agency to be customer and service oriented and to require employees to treat customers in a courteous and respectful manner at all times.

Employees must understand that our customers come first and they are the primary source of the organization's income. All employees have an obligation to represent the Agency in a positive way and to make customers feel as comfortable as possible in dealing with the organization.

We provide equal opportunity in all aspects for services rendered to our customers. All employees will not discriminate against any customer because of their race, color, religion, sex (including pregnancy, childbirth and related medical conditions), national origin, age (40 and over), citizenship, physical or mental disability, military obligations, gender identity, genetic information or any other basis of discrimination prohibited by law.

Violations of this policy will not be permitted and will result in disciplinary action up to and including termination.

The Agency has appointed its Human Resource Manager as its EEO Officer to oversee compliance with this policy.

REVISED JUNE 2023.