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## **Position Information: FAMILY EDUCATION & SUPPORT DIRECTOR**

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**Supervised by:** Executive Director

**Supervises:** Parent Education Coordinator, Healthy Families Program Manager, Mental Health/Child Welfare Coordinator, Intern/Practicum Students

**Salary:** Director I

**Classification:** Exempt

**Terms of Employment:** Regular-Full Time

### **Job Goal:**

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To create capacity and direct the continuum of care for parents, families, and caregivers, ensuring resources and education are provided in collaboration with partner agencies.

Direct and coordinate the Oregon Parent Education Collaborative (OPEC) for Union, Umatilla, and Morrow Counties as part of the continuum of care. Ensure that niche groups (i.e. fathers, kinship care, providers, foster parents, teen parent, veteran parents, and child welfare and other systems involved families) are identified and linkages established for service delivery in line with Early Learning HUB goals.

To supervise, and provide direction for the Mental Health component in UMCHS.

### **Essential Responsibilities:**

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- Direct the Union- Umatilla-Morrow Parent Education Collaborative (OPEC)
  - Coordinate and convene Advisory Board for OPEC
  - Be responsible for local work plan and strategic plan and its implementation
  - Coordinate all facilitator training for evidenced based parent education curricula
  - Represent Union-Umatilla-Morrow OPEC at local interagency meetings and state meetings
  - Ensure that all data is entered into web based system.
  - Ensure community wide training is entered on the web site calendar.
  - Coordinate learning picnics for the Early Literacy grant.
  - Continue to seek out new partners to increase the offering of parent education.
  - Work closely with the Blue Mountain Early Learning Hub to ensure professional development is available to all early care and education providers.
- Provide direction and support to Home Visitation programs including;
  - Manage the Family Support & Connections program
    - Receive all referrals for the FS&C Program. Ensure that they are directed to the correct Family Advocate for follow up
    - Provide training to community partners and family advocates on the FS&C program
    - Act upon all referrals of potential clients living in the west end of Umatilla County
    - Facilitate a core team in Hermiston of DHS-Self Sufficiency, Child-Welfare, and other community partners monthly
    - Be present and provide a report to the Advisor Board (Steering Committee) at their quarterly meetings
    - Complete all FS&C program reports in a timely manner for submission to the State
    - Develop as necessary any brochures, pamphlets, forms for the program
  - Manage the DHS Home Visiting Program
    - Coordinate referral process with DHS Child Welfare Staff and receive referrals
    - Ensure completion of DHS intensive home visiting month end
  - As assigned provide support to the Healthy Families and MIECHV Program

- Provide monthly supervision for supervisors
  - Attend monthly webinar trainings
  - Submit necessary monthly reports
  - Attend quarterly meetings
- Provide direction and support to other program offerings designed to equip parents and caregivers with resources to better fulfill their role in a way that yields positive outcomes
  - Oversee Children In Between/Children in the Middle
  - Oversee Circle of Security
  - Oversee Fatherhood groups and offerings
  - Oversee Support Groups
  - Oversee the VIDA Program
- Provide ongoing needs assessments regarding gaps in service, duplication, and collaborative opportunities to ensure continuum of care is consistent with wraparound principles and equity lens as well as consistent with regional goals regarding safety, permanency, well-being and early learning benchmarks
  - Work in constant with community efforts to identify and support systems navigators through collaborative means
  - Manage the messaging around caregiver education and parents as first teachers as well as dialogue around poverty
- Plan, coordinate and implement the mental health component for Head Start/OPP/EHS.
  - Ensure that mental health consultation is available to education staff either by the Mental Health Consultants or through interagency agreements with local community mental health programs.
  - Ensure that consultation is available to staff on implementation of activities aimed at enhancing the social-emotional development of children and families.
  - Ensure that action is taken promptly on all referrals from staff, parents and community agencies.
  - Ensure that mental health and social-emotional concerns are noted in the children's files and followed up on with the family.
  - Provide input at comprehensive staffing for children with mental health, social-emotional and behavior concerns and needs.
  - Attend staffing of other agencies when pertinent or requested.
- Maintain a system for making mental health referrals to community agencies and act as the liaison between UMCHS and the community.
  - Coordinate and develop access to community-based mental health resources.
  - Orient and provide training to staff on available community-based mental health resources.
  - Ensure that there is a written policy for responding to mental health emergencies.
  - Assist staff in making referrals to local mental health programs.
- Ensure implementation of the Umatilla-Morrow County Head Start Child Abuse Policy.
  - Develop procedures for reporting of suspected abuse and ensure appropriate follow-up occurred.
  - Ensure that there exists a written interagency agreement with DHS Child Welfare Services,
  - Ensure that staff, parents and policy council receive training on child abuse policies and procedures.
  - Attend family staffing when pertinent.
- Submit all necessary reports to the Executive Director in order to carry out the administration and management of mental health, and child abuse services.
- Provide articles about mental health, and child abuse for the newsletter.
- Monitor compliance of mental health, and child abuse work plans with the performance standards.

## **General Staff Responsibilities:**

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### **Employees of UMCHS aspire to the following:**

- A commitment to the agency's mission, vision, and values;
- A commitment to equipping children and all who care for them for lifelong success
- A commitment to excellence in everything we do;
- A commitment to positive performance and a welcoming culture;

A commitment to outcomes, measured results and quality improvement;

A commitment to innovation and to what is possible.

- Program Participation and Team Member
- Be present at work in order to provide consistency of services
  - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
  - Be a respectful, cooperative, and reliable team member and participant in program activities.
  - Project a professional work image, both in dress and manner.
  - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
  - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

### **Education Requirements:**

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- Bachelors or Master's (preferred) degree in a field related to Social, Human, or Family Services. MSW/LCSW or Masters in Counseling/Psychology preferred.

### **Experience and Skills Requirements:**

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- A minimum of five years professional leadership/management and supervisory experience preferably in social service non-profit
- Significant experience in administration, including understanding of accounting principles and ability to oversee development and operation of fiscal budgets
- Experience in ensuring grant/contract performance standards are met
- Strong knowledge of theories and practices of Family/Social Services and Early Childhood Education/Development
- Ability to work within the mission, goals and service objectives UMCHS
- Ability to coordinate and/or conduct training sessions
- Ability to establish relationship of trust and respect with staff, families and children.
- Experiencing in submission of successful grants and contracts
- Proficiency with Microsoft Office suite (Word, Excel, Outlook) along with knowledge of or demonstrated ability to use database applications.
- Ability to work in a self-directed capacity with minimal supervision.
- Effective interpersonal and oral communication skills
- Ability to use abstract reasoning, problem solving, planning, and analytical skills in training, evaluation, and program development
- Ability to prioritize and manage work load and deadlines
- Ability and desire to effectively work with low-income children and their families

### **Physical Requirements:**

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The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Sit for long periods of time with daily use of computer screen;
- Do tasks involving repetitive arm and hand movements, such as heavy word processing/keyboarding, using various office tools to collate, punch, cut, or stamp paper and other repetitive or high-volume tasks such as bulk mailings, filing projects, etc.;
- Occasional filing is required. This would require the ability to lift files, open filing cabinets and bending as necessary;

- Occasionally required to stand, walk and reach with hands and arms;
  - Occasionally lift and/or move up to 10 pounds
  - 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. (A DMV Record check will be conducted prior to hire)
- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

### **Work Environment/Conditions:**

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Work is normally performed in a typical interior/office work environment.  
Job tasks are performed in close physical proximity to other people

### **Safety:**

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Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

### **Agency-Wide Requirements:**

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- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- 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. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

***Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer***