



Head Start

**UMATILLA-MORROW HEAD START, INC.
POSITION DESCRIPTION**

FAMILY ENGAGEMENT DIRECTOR

Position Information:

Supervised by: Head Start/Early Head Start Director

Supervises: Family Advocates, Data Entry Coordinator

Salary: Director I

Classification: Exempt

Terms of Employment: Regular-Full Time

Job Goal:

To supervise and provide direction for the Parent, Family, Community Engagement (PFCE) component in order to promote building relationships with families that support family well-being, strong relationships between parents and their children, and ongoing learning and development for both parents and children

Essential Responsibilities:

- Submit all necessary reports to the Head Start/Early Head Start Director in order to carry out the administration and management of the PFCE components.
- Monitor compliance of Family and Community Partnerships work plans with the performance standards.
- Serve as the contact person for Human Service agencies for social service issues and concerns.
- Oversee the recruitment, selection and enrollment of Head Start/OPK/Early Head Start children and families as specified in Performance Standards.
 - Ensure that the agency's written recruitment policy is revised annually and implemented.
 - Ensure formation of and facilitate an active selection committee.
 - Ensure that a public relations process for program recruitment is developed and implemented.
 - Facilitate enrollment in conjunction with Family Services and Education Staff.
 - Ensure that the agency maintains full enrollment.
- Develop, maintain and manage ERSEA system
 - Be knowledgeable of Agency eligibility requirements
 - Organize and implement the recruitment process
 - Ensure full program enrollment and maintenance of a sufficient wait list
 - Verify income and eligibility qualifications of children and families, and ensure applications are complete and data is accurately entered into the ChildPlus database
 - Create and maintain record keeping and reporting policies for waitlists, enrollment, attendance, timelines, schedules and procedures in accordance with designated state and federal program requirements
 - Ensure ongoing monitoring, tracking, follow-up and analysis of enrollment data
 - Maintain enrollment forms, insuring information is current, correct and disseminated to all necessary staff to meet program requirements
 - Organize and host the Selection Committee as well as provide input to the Selection Committee to develop agency selection criteria
 - Conduct training on ERSEA-related topics, as well as annual training on the selection policy
 - Ensure that highest risk families are referred to services needed and that education and support are available for the family

- Identify children on the wait list who are eligible for services provided by community partners and orient staff on those services, as well as provide follow-up on the referrals
- Ensure that recruited applications are included on the waiting list for the assigned agency service area
- Submit completed reports to supervisor in a timely manner
- Maintain a system for making social services referrals and act as a liaison between UMCHS and the community.
 - Orient and provide training to staff and community partners on family strengthening.
 - Ensure that community resource directories are updated annually.
 - Ensure that there is a written policy with procedures for responding to emergency and crisis situations.
 - Assist Family Advocates and Child and Family Advocates in implementation strategies for family and community strengthening.
 - Work with staff and community partners to ensure that families identified as high risk access needed services and develop needed support systems.
- Coordinate the planning and implementation of parent education and parent support groups for Umatilla-Morrow County Head Start, Inc.
 - Ensure a parent education/support group plan is developed and implemented.
 - Ensure that available curriculum material for parent education/support groups meet the needs of program families.
 - Ensure the development of support group linkages with community agencies
 - Develop linkages to community partners in facilitating parent education programs, including coordinating with the Oregon Parent Education Collaborative (OPEC).
- Plan, coordinate and supervise the Parent Involvement Program.
 - Develop strategies for involving parents in all components of the program, with particular emphasis on involving males/fathers.
 - Coordinate monthly Policy Council meetings as well as annual Policy Council Orientation.
 - Be a member of the Wellness Day committee to ensure that parents are involved in the planning of the day.
- Develop and coordinate ongoing processes related to community development and community leadership activities.
 - Ensure Community Leadership training for Head Start families and other community residents is provided in each community in English and Spanish.
 - Ensure staff's knowledge and understanding of the tobacco cessation work in order to assist families.
- Assist Head Start/Early Head Start Director with program planning, development and operation, and grant writing.
- Attend Policy Council meetings and other meetings as requested.
- Be a trainer for SSCBT, Motivational Interviewing, and Tobacco Cessation.

Qualifications:

- Bachelor's or Master's (preferred) degree in a field related to Social, Human, or Family Services. MSW/LCSW or Masters in Counseling/Psychology preferred.
- A minimum of 3 years' experience in Management/Supervision and Social Services.
- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen and TB screen documentation upon hire

- Head Start experience (preferred)
- Community service experience (preferred)
- Ability to coordinate and/or conduct training sessions (preferred)
- Multi-cultural experience (preferred)
- Adequate means of transportation.
- Desire to work with low-income children and their families

General Staff Responsibilities:

- Participate in staff meetings, conferences, training sessions and workshops as assigned
- Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency
- Maintain congenial and respectful relations with staff, children, families and community
- Keep current and accurate records
- Maintain confidentiality in regards to staff and family information
- Maintain objectives and professional standards
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- Perform any other work-related duties as requested by your supervisor
- Be present at work in order to provide consistency of services
- Be a contributory team member in a positive/productive manner
- Demonstrate commitment to mission, values, and policies in the performance of daily duties
- 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

Other Requirements:

- Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
- Comprehend, analyze, and make inferences and references from written material.
- Fluent in English both verbally and written.
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- 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.
- Instruct, lead, train and facilitate others in a group setting.

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