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| Job Title: | **Family Engagement Specialist**  |
| Department: | Child Development |
| Reports to: | Mental Health Manger  |
| Grade: | EC  |
| Supervises: | N/A |
| FLSA Status: | Non-Exempt |
| Prepared by: | Stacey Parent |
| Date: | July, 2017 |
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| Purpose:The Head Start Family Engagement Specialist will deliver high quality family support services to enrolled children and families as delineated in the Head Start Performance Standards and also reflected in the NMCAA Head Start Program goals and expectations. |
| Essential functionsAttendance:1. Work with the Teacher and families to provide information about the benefits of regular attendance and support Teacher and families to promote regular attendance.
2. Make direct contact with a child’s parents or conduct a home visit if a child has unexplained absences; such as two consecutive unexplained absences.
3. Use individual child attendance patterns ongoing to identify children with patterns of absence that put them at risk for missing ten percent of program days per year and develop strategies to improve attendance among identified children, such as direct contact or intensive case management as necessary.
4. Monitor within Child Plus, the monthly average daily attendance and if attendance falls below 85 percent, analyze the causes of absenteeism to identify any systematic issues that contribute to the program’s absentee rate.
5. Use Attendance data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in HSPS 1302.102(b) and inform its continuous improvement efforts as described in 1032.102(c).
6. If a child experiencing homelessness is unable to attend school regularly due to lack of or no transportation, the program will utilize community resources, where possible, to provide transportation for the child.

**Education and Early Childhood Development:**1. Serve as the transition liaison between program and families for transitioning between program options.
2. Plan and provide a minimum of two center-based Family Engagement Activities or Workshops for enrolled, waitlisted and community families.
3. Collaborate with Teachers, other program staff and community partners to conduct Family Engagement Activities/Workshops that support child development, and strengthening the relationship between parent and child and family.

**Child Health and Safety:**1. Provide health/dental education through the NMCAA Child Development Family Resources Page and parent engagement activities for HS families.
2. Collaboratively maintain health and safety guidelines at all family engagement activities that are the responsibility of the center team.

**Family and Community Engagement Services and Partnerships:**1. Provide resource and referral information to education staff. Support Head Start and Early Head Start when requested.
2. FES will update and maintain community resource directories. FES will contact and partner with Early Head Start staff and community partners for input on updates.
3. Link Head Start families as appropriate with Northwest Michigan Community Action Agency programs, and provide appropriate assistance, guidance and support for community resources and referrals, service providers, and on-going health care systems in an effort to problem solve barriers and address family needs.
4. Complete a minimum of 2 home visits or site contacts per year with families. If a family is unwilling for a home visit, site contacts suffice.
5. Complete Family Partnership Goals with each family and follow up, and update these goals.
6. Team with program staff to prepare and update the NMCAA Child Development Family Resources Page.
7. Implement a family partnership process by collaborating with Teachers and each enrolled family to support family well-being, and offer individualized family partnership services based on family interests, needs and aspirations.
8. Using designated program tools, assess Head Start family strengths and needs related to the family engagement outcomes as described in the Head Start Parent Family and Community Engagement Framework.
9. Complete the Family Outcomes Tool for each family.
10. The Family Engagement Specialist has the responsibility to plan, implement and promote family engagement activities and/or parent workshops in partnership with Head Start Teachers. When appropriate, EHS families and/or waitlisted families will be invited.
11. Build partnerships with community-based, health, social services, child care and education/job training opportunities to support the needs and goals for enrolled families.
12. Promote program support events and training and act as a program liaison to the professional community.
13. Represent NMCAA and serve as a collaborative member of local early childhood or community services workgroups or committees as assigned.

Management Systems and Procedures:1. Secure collaborative agreements with community partners.
2. Ongoing recaps with Teachers; Teachers will also be updated via ongoing Child Plus entries, and/or resources summary from FES.
3. Attend staff trainings, and Head Start and community meetings, and participate in professional development growth opportunities as specified by your direct supervisor.
4. Establish an ongoing communication system with your supervisor to ensure supervisory support when any concerns arise around family or staff safety.
5. Attend designated team or county-based meetings to discuss trends in families and community, share resource information, and/or coordinate other shared roles such as newsletters, and workshops.
6. Adhere to work schedule as required. Family engagement activities may require evening and weekend hours. Staff must adjust weekly schedule when this occurs so as to not exceed allotted weekly work hours.
7. Perform other duties as assigned by supervisor.
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| Position Objectives:1. To establish Head Start community partnerships, and support family well-being through the family partnership process, assisting families in resources, referrals, and meeting individualized goals, and also family engagement activities.
2. The parameters established by the Head Start Parent Engagement Framework will be met through developing trusting and respectful relationships with parents, engaging parents in their child’s learning and development and also honoring and nurturing parent-child relationships.
3. To offer opportunities for parents to participate in the research-based parenting curriculum, Your Journey Together to build upon parents’ knowledge and to practice parenting skills while promoting children’s learning and development.
4. To represent NMCAA in a professional, supportive and knowledgeable manner.
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| **Measured by:**1. The accuracy and timeliness of completed work.
2. The quality of services provided.
3. Feedback from agency leadership, staff, community partners and families.
4. Flexibility to adjust to situations and react as necessary for the betterment of the agency.
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| **Minimum Education:**1. Preference given to Bachelor’s Degree in Social Services or Health field or equivalent experience.
2. Staff hired after November 7, 2016: Within 18 months of hire at a minimum have a credentialed certification or certification in social work, human services, counseling or related field.
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| **Minimum Experience:**1. Prior experience working with low income/at risk families
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| **Essential Abilities:**1. A commitment to the NMCAA philosophy and mission.
2. Ability to maintain confidentiality.
3. Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
4. Ability to suggest innovative approaches in completing job responsibilities.
5. Ability to work openly and cooperatively as a team member.
6. Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:**1. Ability to meet the State of Michigan and Federal background check requirements.

3. Ability to meet the State of Michigan physical and TB examination requirements. 4. Knowledge of basic computer skills and office equipment.6. Proficient writing skills.7. Strength-based approach in working with families. |
| **Minimum Physical Expectations:**1. Physical activity that requires keyboarding, sitting, phone work and filing.
2. Physical activity that requires travel by car.
3. Physical activity that requires lifting less than 25 lbs.
4. Physical activity that requires bending, stooping, reaching, climbing, kneeling and/or twisting.
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| **Minimum Environmental Expectations:**1. Routine use of standard office equipment such as computers, phones, copiers, filing cabinets and fax machines.
2. Possible exposure to blood and bodily fluids.
3. Possible exposure to communicable diseases.
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