

Position: Family and Community Partnership Manager

Job Status: Grade 10, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work.

II. Minimum Qualifications:

- Have a Bachelor's Degree in Human Services, Communications, Child development or related field
- Must have knowledge and experience in early childhood education, adult education, social work, or human services required plus minimum two (2) years of supervisory experience and project coordination or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Must have a general knowledge of the principles, philosophy, and practices of Head Start/Early Head Start, principles and practice of case management and crisis intervention programs, principles of supervision, training, and performance evaluations
- Need to possess the ability to work effectively with at risk populations
- Must have strong oral and written communication skills, strong interpersonal skills, knowledge of school and community resources, excellent organizational skills, knowledge of Head Start Performance Standards, High degree of self-motivation and ability to work with minimum supervision

- It is essential to maintain a flexible work schedule, maintain confidential information, use a computer to collect, record, retrieve data and prepare reports
- Should have the ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support goals
- Should be able to recommend and implement goals, objectives, and practices for providing effective and efficient program services
- Communication in Spanish, English, or other primary language of enrolled families is highly desirable
- Must enroll in the Criminal History Registry, pass FBI Fingerprint, pass a Drug and Alcohol Screening, pass a Physical Capacities Examination, and negative TB Screen results

III. Specific Responsibilities:

1. Assume management responsibility for family support services and activities of the Head Start and Early Head Start programs in accordance with Head Start Performance Standards
2. Assure individual family plans are developed and implemented to meet identified health, mental health, and social services needs of children and families
3. Provide case consultation and crisis intervention supervision, coordinate referrals to outside agencies, and assure principles of case management and integration of services are applied throughout service-delivery options to families
4. Participate in selection and training of Child and Family Advocates. Supervise and evaluate assigned staff and community volunteers
5. Write the Family and community Partnership, Volunteer Services and ERSEA plans in consultation and collaboration with staff, parents, and community partners. Develop, review and evaluate parent involvement, parent education, resource and referral, and social services places and make recommendation for corrective action as needed
6. Serve as a liaison between Head Start/Early Head Start and other community programs providing services to low-income families. Develop partnerships with community agencies to assure resources are available and accessible to Head Start families; continuously

monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; plan and implement adjustments as necessary

7. Responsible for on-going monitoring, including regular site visits, to assure each enrolled family receive the support and services required by performance Standards, Head Start Act and all other Program Instructions (PI) related to program operations; that family needs are assessed and that all identified concerns receive appropriate follow-up to resolution; and that program goals are met
8. Plan, support and provide opportunities for parents to become involved in program activities; assist EHS home based and all center based teachers and staff to establish and support Parent Committees as defined in the Head Start Performance Standards; monitor, evaluate, and recommend improvements to parent activities
9. Coordinate and conduct the development and implementation of all Father/Male involvement education programs
10. Promote leadership skills and abilities of parents and maintain record of parent involvement requirements including parent orientation and training
11. Develop, implement and manage enrollment, recruitment, selection and attendance process based on assessed community needs and established eligibility criteria
12. Maintain knowledge in the current trends and research in family and community collaboration and partnerships
13. Maintain an awareness of community resources within school districts and within the community
14. Represent EOAC Head Start/Early Head Start at community functions, committees and coalitions and attend community meetings related to needs of HS/EHS program
15. Establish community partnerships and serve as a liaison between program and other agencies
16. Maintain calendar of parent and community events
17. Provide resources to facilitate parent input into program planning
18. Arrange for the collection of data as needed to ensure compliance with pertinent legislation regulations, and laws; ensure timely and accurate reporting of data to Head Start Director for monthly stat report and annual PIR report
19. Facilitate completion or update of the Community Assessment

Economic Opportunities Advancement Corporation

Family & Community Partnership Manager

Head Start/Early Head Start

20. Meet regularly with Program Managers and other staff and consultants as needed. Schedule and/or attend staffing, parent conferences, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as appropriate and designed
21. Maintain a current Parent Handbook, Community Resource Book and Volunteer handbook
22. Other duties as assigned

Immediate Supervisor: **Head Start/Early Head Start Director**

Date of Approval _____