

**Tri-County Community Action, Inc.**

**PROJECT HEAD START & EARLY HEAD START**

**JOB DESCRIPTION**

**JOB TITLE:** Family Empowerment Case Manager

**DEPARTMENT:** Head Start Birth to Five Program

**CLASSIFICATION:** Full Time; Exempt

**GENERAL DESCRIPTION:** The Family Empowerment/Case Manger is responsible for all activities that involve Birth to Five parents. Develops and updates plans that implement meaningful activities for parents to ensure effective and consistent participation of parents at all levels of Head Start and Early Head Start. Coordinates and oversees the parent involvement component for Birth to Five program. Organizes parent activities, parent education, parent groups and male engagement activities. Works closely with the Policy Council and other parent groups.

**QUALIFICAITONS:** B.A. degree in human services, social welfare or a related field from an accredited college or university if hired after November 7, 2016. Master's degree desirable but not required. Must be able to speak before groups and possess the use of language both written and spoken. Be willing to accept new ideals and learn new methods for implementing job duties. Computer skills necessary. Bilingual skills a plus. Must be a team player. Must be willing to travel and have some overnight travel at times.

**DUTIES:**

- Ensure that the Fatherhood Program is a significant part of the Birth to Five program that includes regular events and activities for fathers and significant males in the lives of our children at the center and in the home base program.
- Implement the Parent, Family and Community Engagement Framework to achieve family outcomes that lead to positive and enduring change for children and families.
- Ensure that all Parent Involvement is the foundation of the Birth to Five program, giving parents an opportunity to participate in all aspects of the program, including Policy Council, Parent Meetings, Advisory Committee Meetings, Volunteering, Parent/Teacher Conferences, Home Visits, etc.
- Ensuring parents serving on the Policy Council are informed of the meetings and transportation is being provided if needed. Both members and alternates should be invited to all meetings.
- Ensure all parent training is a staple of the Birth to Five program, offering training and education to parents in a variety of areas, including parenting skills, health education, and

nutrition education, mental health education, children with disabilities, accessing community services and all other areas required by parents or reflected as a need to staff.

- Train parent committee members concerning their role, duties and responsibilities while serving on the Policy Council or Board of Directors.
- Ensure program orientation is provided to parent groups about parent involvement opportunities within the program.
- Develop and implement training modules and activities for parents that meet the Parent, Family and Community Engagement Framework.
- Maintain confidentiality of all records in the Birth to Five program.
- Participate in the Ongoing Monitoring Process and provide Ongoing Monitoring Tool to the Administrative Assistant monthly.
- Conduct unannounced monthly spot checks for all FAS workers and review case notes on families.
- Ensure all FPA's (Family Partnership Agreements) are completed within a 45 day period of a child's enrollment.
- Read, review and monitor case notes for families on a monthly basis through Child Plus to ensure case notes are completed and contain relevant information about families.
- Conduct monthly staff meeting with FAS workers to discuss program information and updates.
- Conduct annual Family Engagement Case Management training at Pre-Service
- Attend Leadership Training when available.
- Update parent handbook annually prior to parent orientation and include all state and federal regulations when it comes to parent notification.
- Update Written Plans/Policies and Procedures annually.
- Assist with Community Assessment each year.
- Conduct monthly staff meetings with all FAS.
- Insure Annual Parent Program is organized and complete.
- Assist with Summer Screenings – Conduct Parent Involvement Sessions.
- Ensure agencies Resource Manual is updated annually.
- Conduct and assist with the Community Assessment annually.
- Must be able to lift or move 20 to 25 pounds if needed.
- Must possess a valid Texas driver's license and be insurable by the agency's insurance company.
- Regular working hours are 8:00 a.m. until 4:30 p.m. Any schedule variation must be approved by supervisor.
- Have the ability to conduct one's self in a manner that relates to TCCA Policies and Procedures both on and off the job.
- Perform any other assigned tasks relevant to the effective operating of the program or other task assigned by supervisor.

**SUPERVISORY DUTIES:**

Family Advocates Specialist

**IMMEDIATE SUPERVISOR:**

Head Start/Early Head Start Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_