

METROPOLITAN CHILDREN & YOUTH, INC.
RENAISSANCE HEAD START
POSITION CANDIDATE POSTING

TITLE OF POSITION: Parent Family and Community Engagement/ERESA Manager

IMMEDIATE SUPERVISOR: Director of Program Operations

JOB SUMMARY

The Parent Family and Community Partnerships/ERESA area of the Head Start Program plays an integral part of the larger system of services provided by Head Start and plays an important part in supporting the goals of the program. This position is responsible for oversight and assist in maintaining and updating of systems to provide opportunities and support for growth of Head Start families so they can identify their own strengths, needs and interests and find their own solutions. Assist in developing a Parent and Community Volunteer Program. Lead in developing and maintaining relationships with Community Partners, to whom families can be referred for services, is also a key function of this position. This position is responsible for ensuring Family and Community Partnership services are supported by staff and/or consultants with training and experience in field(s) related to Social, Human or Family Services. Manages FSWs for all centers. **Performs additional duties may be assigned.**

ESSENTIAL JOB FUNCTIONS

Duties of the position are described in major functional areas listed below:

Program Administration and Coordination

- As the lead and in consultation with the other Managers/Coordinators: Responsible for 1305 ERSEA. Monitors Waiting List and assures the list is viable each month. Ensures that the program is at Full Enrollment within 30 days of start of Program Services and that all vacancies are filled within 30 days through the year. Ensure that data is correct and entered into the Monthly Enrollment Report.
- Coordinates ongoing recruitment Activities in the community.
- Submits Written Monthly Reports to Program Director on the area activities and status. Works with the other Managers/Coordinators to monitor Data System's for Family Partnership Agreements and the tracking of referrals, individual contacts, Home Visits and follow-ups (e.g. HSFIS, Child Plus, Child Tracks, File Tracks, etc.).
- Writes reviews and revises Family Community Partnership Work Plan annually. Maintain a system for administering and monitoring the work plan. Monitors compliance with the Head Start Work Plan, Child Care Licensing Guidelines and the Head Start Performance Standards in the applicable content areas and sub-areas.
- Maintain and update policies and procedures for the Family and Community Partnership portion of the program that supports the effective implementation of services to families.
- Maintain and update policies and procedures for the Social Services portion of the program with parents and staff that support the effective implementation of these services.
- Maintain and update a system for the provision of case management and referral for Social Services to Head Start families in cooperation with other Social Services, Health and Mental Health Agencies and providers through Community Partnership Agreements.
- **Organizes and provides on-going support to the Policy Council and Parent Committees.**
- Develops and implements a plan and system of continuous monitoring and evaluation of activities within the program to assure that family's needs are being met (Family Outcomes).

- Sets up systems to direct services with families including the Family Partnership Agreement process, case management process, and referral and follow-up activities. Ensures that a family-strengths/family-centered practice is understood and followed by staff.
- Establishes relationships with community Partners and identifies resources that can be made available to families. Initiates and tracks Community Partnership Agreements.
- Determines the collective training needs of the FSW's and assists in development of professional development Plans for all Family Services Staff, coordinating a training schedule throughout the year.
- Knowledgeable of current Head Start Performance Standards and Licensing Standards and related regulations, with specific knowledge of Family and Community Partnerships.
- Responsible to form partnerships and collaborating with community agencies to develop a "seamless" system of services for families. Attends Community Networking and other Community Organization Meetings for the purpose of sharing information and establishing linkages.
- Collaborates closely with Managers, Coordinators, agency staff, parents, and Consultants to facilitate the identification, referral processes, parent permissions, confidentiality of records, evaluations, and Individual Program Planning (IPP) for children with special needs.
- Coordinates and participates with managers in regular team staffing of children, scheduling and facilitating any special meetings related to child staffing as necessary to support classroom participation.
- Monitors the Volunteer Program to include the Recruitment and Training of Parent and Community Volunteers for the program. Ensures that all regular volunteers have completed the appropriate paperwork and that records are maintained in a Locked Filing Cabinet. Tracks volunteerism. Provides periodic Volunteer Training Programs.
- Maintains team filing, tracking and documentation systems.
- Maintains master documentation and follow-up on attendance records of children not present.
- Knowledge of budget related to the Social Services and Parent Involvement Areas.
- Oversees and reviews FSW updates on all pertinent information in Children's Files and reports any deficit to Director of Program Operations.
- Conducts quarterly audit on all files

EDUCATION AND EXPERIENCE

Minimum requirement is a BA/BS degree or higher in Social Work, Human Services, Family Studies or other human services related field plus associated experience working with young children and families. Three years' experience in case management preferred. Knowledgeable of ChildPlus is a must and running ChildPlus reports.